

Effective 31 May 2002

## Personnel Procurement

### Guidance Counselor Procedures

For the Commander:

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**History.** This regulation revises USAREC Reg 601-96, which is effective 31 May 2002.

**Summary.** This regulation establishes policies, responsibilities, and procedures for guidance counselor processing of applicants for enlistment in the Regular Army and United States Army Reserve.

**Applicability.** This regulation applies to and is binding on all military personnel assigned, attached, or detailed to the United States Army

Recruiting Command and to all military personnel in a temporary duty status with the United States Army Recruiting Command. Exceptions to the nonstatutory provisions of this regulation may be made by the Commanding General. Except as otherwise prohibited by law, Department of Defense directives, or Headquarters, Department of the Army regulations, this regulation is made applicable to United States Army Reserve personnel on active duty with the United States Army Recruiting Command and to Army National Guard personnel on active duty performing recruiting duties.

**Proponent and exception authority.** The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to the deputy director within the proponent agency in the grade of GS-14.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C plus. Plus equals one each guidance counselor. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

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#### Glossary

##### 1. Purpose

a. This regulation establishes policies, responsibilities, and procedures for guidance counselor (GC) processing of applicants for enlistment into the Regular Army (RA) and United States Army Reserve (USAR). It provides standardization of GC duties. It establishes policies, responsibilities, and procedures for quality control (QC) of enlistment packets.

b. This regulation will enable GCs to provide quality service to applicants processed through Military Entrance Processing Stations (MEPS). Efficient, more responsive applicant processing will assist in achieving mission accomplishment and provide a clearly defined system for transmitting information to the GC from the recruiter, recruiting station (RS), recruiting company (Rctg Co), and recruiting battalion (Rctg Bn), while

providing information to the chain of command in a timely manner.

c. This regulation provides ready references for functions performed by GCs in processing applicants for enlistment into the Army.

d. In case of conflict between this regulation and other United States Army Recruiting Command (USAREC) regulations or directives which address GC procedures, call through channels to the Recruiting Operations Directorate, Plans and Policies Division, DSN 536-0588, commercial (502) 626-0588, or toll free 1-(800)-223-3735, extension 60588.

##### 2. References

For required and related publications and prescribed and referenced forms see appendix A.

##### 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

##### 4. Policy

a. This regulation establishes policies for the performance of those GC duties which are mandatory elements in enlisting qualified men and women into the RA or USAR and provides procedures for the performance of other duties.

b. This regulation establishes policies for GC and operations functions and procedures.

c. The position of GC or operations noncommissioned officer (NCO) is one of the most im-

\*This regulation supersedes USAREC Regulation 601-96, 11 September 1998.

portant and demanding in USAREC. GCs must possess comprehensive experience in all phases of the recruiting cycle. They must be self-starters and display outstanding character traits, initiative, self-discipline, and integrity. They must be capable and persuasive communicators, not only with applicants, but with recruiters and MEPS personnel.

## **5. Prerequisites for selection as GC and operations NCO**

a. The battalion leadership team will make the selection and assignment for GC and operations NCO replacements.

b. Considering the importance of the GC and operations NCO positions and the attributes required to successfully perform in the position, the following USAREC policies are established for assignment to positions of GC or operations NCO:

(1) Must have been a successful field recruiter for a minimum of 24 months and been awarded the Army Recruiting Gold Badge.

(2) Preferred successful RS commander with outstanding sales and administrative skills.

(3) Must be a 79R (prior to scheduling for the Guidance Counselor and Operations Course (GCOC)).

(4) Must have successfully completed the Phase 1 packet for the GCOC and the GCOC at the Recruiting and Retention School.

(5) Must have demonstrated outstanding character traits and communication skills.

c. Assignment to senior guidance counselor (SGC) position requires previous successful tour as a GC.

d. Further, to ensure continuity within the GC shop and operations section and create stability in these critical positions and develop experience throughout the command, the SGC, GC, senior operations NCO, and operations NCO will remain in position for a minimum of 24 months and a maximum of 36 months.

## **6. Responsibilities for GC shop**

a. All commanders will ensure compliance with this regulation.

b. Military and civilian personnel assigned, attached, detailed, or performing recruiting duties within USAREC will familiarize themselves with the provisions of this regulation.

c. Headquarters, United States Army Recruiting Command (HQ USAREC):

(1) The Director of Recruiting Operations has staff responsibility for implementation and administration of this regulation and is the functional proponent of the Recruit Quota System (REQUEST). Recruiting Operations Directorate will assist and coordinate development of new programs.

(2) The Office of the Inspector General has staff responsibility for evaluating the effectiveness of this regulation and monitoring adherence to the policy and provisions of this regulation during inspector general inspections.

(3) The Director of Information Management has staff responsibility for staff supervision, co-

ordination, and administration of REQUEST operations including:

(a) Control and distribution of REQUEST terminals and access codes within USAREC.

(b) In coordination with the Director of Recruiting Operations and the United States Total Army Personnel Command (PERSCOM) ensure the cost effective use of REQUEST by HQ USAREC and all subordinate elements.

(c) Assist GCs with terminal maintenance problems.

d. Recruiting brigade (Rctg Bde) commanders will:

(1) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(2) Monitor erroneous enlistment reports (EERs).

(3) Evaluate GC procedures.

(4) Recommend changes to this regulation which would improve its efficiency.

e. Rctg Bn commanders will:

(1) Ensure strict compliance to this regulation.

(2) Ensure selection and assignment of SGCs and GCs is accomplished in accordance with this regulation.

(3) Ensure all Rctg Bn operations personnel are familiar with the provisions of this regulation.

(4) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(5) Monitor EERs.

(6) Provide logistical support (i.e., supplies and blank forms) as needed.

(7) Recommend changes to this regulation which will improve its efficiency.

(8) Appoint investigators for recruiting improprieties (RIs).

(9) Ensure HQ USAREC (RCRO-ES) is informed immediately of any suspected or alleged counseling improprieties.

(10) Ensure compliance with Entrance National Agency Check (ENTNAC) procedures established by this regulation and all current USAREC messages.

f. Rctg Bn operations officers (S3s) will:

(1) Ensure all operations personnel are completely familiar with the policies and provisions of this regulation.

(2) Assist Rctg Bn commanders with the fulfilling of responsibilities listed in e above.

(3) Ensure all daily, weekly, and monthly reports are pulled and filed as required by this regulation.

(4) Track all qualified not enlisted (QNE) reported by the SGC and forward reports through the sergeant major to the master trainer non-commissioned officer (MTNCO) for assessment of training needs within the Rctg Bn.

(5) Assist the SGC in the development of a Rctg Bn standing operating procedure (SOP) based on guidance from the SGC implementing this regulation.

(6) Be solely responsible to the Rctg Bn commander for the Rctg Bn ENTNAC Program.

(7) Ensure SGCs provide weekly sustainment and new procedures training.

(8) Ensure MTNCOs augment GC training as needed.

(9) Monitor EERs.

g. Rctg Bn sergeant majors will:

(1) Provide guidance on training topics for the GC shop based on input from the Rctg Bn staff.

(2) Ensure that the SGC conducts training in accordance with appendix B incorporating guidance from the Rctg Bn.

(3) Select GC replacements based on input from the Rctg Bn commander and Rctg Co first sergeants (1SGs).

(4) Ensure USAREC Forms 794 (Enlistment Processing Worksheet) provided are forwarded to the MTNCO and used for determining training needs for the Rctg Bn.

h. SGCs will:

(1) Be the primary liaison with each supported Rctg Bn and MEPS.

(2) Prepare an SOP for the GC shop within 60 days of assuming duty. SGCs will assess their shops in the following areas: QC procedures; Delayed Entry Program (DEP), Delayed Training Program (DTP), and days of service (DOS) enlistment procedures; ENTNAC procedures; before ship QC procedures; and ship procedures. The SOP will reflect assigned duties, management of QC program, affix areas of responsibility for personnel assigned to the GC shop (i.e., drug and alcohol testing (DAT), ENTNAC manager (EM), etc.).

(3) Supervise counseling operations, continually coordinating operations of the GC section with MEPS to ensure all RA and USAR applicants are processed as smoothly, courteously, and expeditiously as possible (red-carpet treatment from applicant's arrival through departure from the MEPS).

(4) Monitor DEP and DTP status and coordinate as necessary with Rctg Bde or Rctg Bn operations staff to ensure accomplishment of:

(a) Monthly objectives by category.

(b) Rctg Bde, Rctg Bn, and USAREC areas of emphasis.

(5) Review USMEPCOM Form 727-E (Processing List (PL)) to assist in the preparation of daily workload.

(6) Monitor walk-ins, add-ons, and no-shows and report negative trends to operations section for corrective action.

(7) Ensure applicants meet basic eligibility for enlistment, specific option(s), military occupational specialty (MOS), and assignment prior to enlistment.

(8) Monitor the prior service (PS) verification system as outlined in AR 601-210, chapter 3, to ensure identification and elimination of PS frauds.

(9) Assist the Rctg Bn commander in the selection and appointment of a manager for the ENTNAC Program within the MEPS. This is an additional duty. Ensure that all other GCs are familiar with this position and its responsibilities.

(10) Continuously monitor the EM to ensure compliance with this regulation. Ensure the timely notification of the Rctg Bn concerned regarding ENTNAC problems (i.e., matches).

(11) Monitor and evaluate GCs' QNE rates and time management to determine effectiveness of each GC and to develop training topics for improved efficiency.

(12) Conduct training in accordance with appendix B.

(13) Advise Rctg Bde and Rctg Bn commanders and Rctg Bde and Rctg Bn operations staff on matters related to GC procedures.

(14) Identify problems that could (or are) adversely affect production and initiate immediate corrective action.

(15) Brief military and civilian visitors, as required, concerning operation of the GC.

(16) Ensure accurate data collection and timely submission of required reports.

(17) Ensure all packet checks required by this regulation (initial QC check, final GC check, before DEP check, and active duty (AD) check) are conducted and necessary corrections made.

(18) Ensure correct ENTNAC path is submitted per appendix J.

(19) Ensure the GC shop has the latest update of this regulation.

(20) Process all walk-on applicants in accordance with United States Military Entrance Processing Command (USMEPCOM) policy.

(21) Maintain total responsibility for all RA and USAR GCs.

(22) Provide suspected RIs and alleged RIs to responsible Rctg Bn executive officer.

(23) Monitor and record all QNE rates for each GC and report to Rctg Bn S3.

(24) Monitor and train on EERs.

(25) Responsible for ensuring proper documentation is submitted for meals and lodging to HQ USAREC.

(26) Perform all other duties as required.

i. GCs (RA, USAR, or civilian) will comply with the following responsibilities:

(1) QC enlistment packets to ensure they are complete and accurate in accordance with appendix F. Ensure applicants meet basic eligibility requirements in accordance with AR 601-210 and other applicable Army regulations.

(2) Counsel all Army applicants upon completion of testing and physical processing and recommend courses of action to them based on results of testing, individual desires, available options, and command emphasis.

(3) Verify applicant data in REQUEST. Ensure each applicant meets selected option(s) prerequisites as established by REQUEST qualification text (QUALS) file, DA Pam 611-21, and AR 601-210.

(4) Counsel unqualified applicants concerning the reason(s) for disqualification, whether or not the disqualification is permanent, and what steps can be taken to establish eligibility. Ensure that specific prohibitions established in USAREC Reg 601-45, paragraph 2-3, are adhered to.

(5) Deny enlistment to any applicant with incomplete or erroneous records until such time as all necessary corrections have been made and all paperwork is completed.

(6) Advise each prospective enlistee that, af-

ter enlistment, fingerprints will be checked against Federal Bureau of Investigation (FBI) files and any concealed disqualifications concerning a civil offense record will be discovered. Concealed records may result in discharge from the DEP or delayed military service obligation (MSO) status for RA and may result in discharge from the USAR.

(7) Advise the SGC on matters affecting the efficient processing of Army applicants during all phases of processing and make recommendations for improvement where needed.

(8) Furnish accurate records of statistical data, as necessary, to the SGC to assure efficient functioning of the section; make timely and accurate reports as required.

(9) Serve as USAR GC as required.

(10) Ensure that correct ENTNAC path is submitted per appendix J.

(11) Ensure that all ENTNAC results are posted to the soldier's enlistment packet and USAREC Form 794.

(12) Perform other duties as directed by the SGC.

(13) In addition to the responsibilities outlined above, the primary USAR GC will maintain liaison with USAR units and activities within the Rctg Bn's area of responsibility.

## **7. Procedures**

Specific procedures of this regulation are contained in appendixes B through S.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program. (Cited in paras E-4a and E-4b.)

#### **AR 40-501**

Standards of Medical Fitness. (Cited in paras Q-7a(3) and Q-7h(1).)

#### **AR 50-5**

Nuclear and Chemical Weapons and Material - Nuclear Surety. (Cited in para K-2b.)

#### **AR 135-7**

Army National Guard and Army Reserve Incentive Programs. (Cited in para Q-2e(3).)

#### **AR 135-178**

Army National Guard and Army Reserve Enlisted Administrative Separations. (Cited in paras J-7c(5)(a), M-8b, M-8b(1), M-8b(2), M-8d, and Q-7h(1).)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers. (Cited in paras Q-2g(3), Q-5a, Q-7a(1), Q-7a(5), and Q-8c(4).)

#### **AR 340-21**

The Army Privacy Program. (Cited in para E-4b.)

#### **AR 380-19**

Information Systems Security. (Cited in para E-4a.)

#### **AR 600-20**

Army Command Policy. (Cited in para H-4j.)

#### **AR 601-25**

Delay in Reporting for and Exemption From Active Duty, Initial Active Duty Training, and Reserve Forces Duty. (Cited in para Q-9d.)

#### **AR 601-210**

Regular Army and Army Reserve Enlistment Program. (Cited in paras 6h(8), 6i(1), 6i(3), C-2d, F-2b, F-3d, F-6a, G-3a, G-4h, G-5e, G-5g, G-5g(1), G-5h, G-6b(2)(a), G-6b(2)(b), G-6b(3), H-2a, H-4b, H-4i(1), H-4j, H-4l, J-7c(4), J-8, K-4b, M-4b(5), M-4b(6), N-1, N-3b, N-3b(1), N-3b(2), N-3d(3), N-3f, O-2, O-3e, O-3f, P-3c(3)(a), P-3c(4)(a), Q-2, Q-2a(3), Q-2c, Q-2d, Q-2f(4), Q-2g(2), Q-3b(3), Q-5b, Q-5c, Q-5d, Q-5f, R-1a, R-2c, R-6a, R-6b, R-6c(1)(a), R-6d(1), R-6e, R-6f(8), R-6g(9), R-6i(2), R-7b(2), R-7c(3), R-7c(3)(b), R-7d(3), R-7d(5), and R-7e(2)(a).)

#### **AR 614-200**

Enlisted Assignments and Utilization Management. (Cited in para R-7g(1)(c).)

#### **AR 630-10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court

Proceedings. (Cited in para Q-9b.)

#### **AR 635-200**

Enlisted Personnel. (Cited in para M-2b.)

#### **DA Pam 611-21**

Military Occupational Classification and Structure. (Cited in paras 6i(3), G-5g, G-5g(2), N-3d(3), N-3f(2), Q-7a(2), Q-7a(4), and Q-8a.)

#### **DOD 1312.1-I**

Occupational Conversion Index - Enlisted/Officer/Civilian. (Cited in para E-5a(15).)

#### **FM 22-100**

Army Leadership. (Cited in para B-4.)

#### **USAREC Reg 140-3**

Request for Reserve Unit Assignment of Individual Ready Reserve Members. (Cited in paras C-2c, G-9d, Q-2g(3), Q-5a, and Q-5e.)

#### **USAREC Reg 600-8**

United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion. (Cited in para E-3d(2).)

#### **USAREC Reg 601-45**

Recruiting Improprieties Policies and Procedures. (Cited in paras 6i(4) and I-2a(1).)

#### **USAREC Reg 601-56**

Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures. (Cited in paras C-2d, M-8d, and P-3c(4)(a).)

#### **USAREC Reg 601-89**

Completion of the Request for Examination Form. (Cited in para C-2e.)

#### **USAREC Reg 601-95**

Delayed Entry and Delayed Training Program. (Cited in paras H-4i(3) and Q-10b(2)(b).)

#### **USAREC/FORSCOM/TRADOC Reg 601-98**

United States Army Reserve Prior Service Training Program. (Cited in para C-2f.)

#### **USAREC Reg 601-101**

Education Enlistment Credentials. (Cited in paras C-2a, F-3d, R-6c(1)(c), and R-7e(2)(c).)

#### **USAREC Reg 621-1**

Montgomery GI Bill, Army College Fund, and Loan Repayment Program. (Cited in paras C-2b, N-3d(4), O-3c(2), and R-6e.)

#### **USAREC Pam 25-31**

Dictionary of Terms and Authorized Acronyms. (Cited in para E-5a(3).)

#### **USMEPCOM Reg 40-8**

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program. (Cited in para G-3b.)

#### **USMEPCOM Reg 601-1**

Processing List - Authorization, Control, and Accounting for Meals and Lodging Services. (Cited in para F-4c.)

## **Section II Related Publications**

#### **AR 140-111**

U.S. Army Reserve Reenlistment Program.

#### **AR 612-201**

Personnel Processing, Initial Entry/Prior Service Trainee Support.

#### **USAREC Reg 350-10**

Recruiting Battalion Production Management System.

### **Section III Prescribed Forms**

#### **USAREC Form 794**

Enlistment Processing Worksheet. (Cited in paras 6g(4), 6i(11), B-3a, F-3g, F-3h, F-3i, G-6f, G-9a(1), G-9c, G-10a, G-10b, J-6c, J-6e, J-7a, J-7c(2), J-7c(3), J-9a(1), J-9b, J-9c, N-3b(1), N-3b(2), N-3b(3), N-3b(4), N-3b(5), N-3d(1), N-3d(2), N-3d(3), N-3d(4), N-3e, N-3g, P-3c(2)(b)2, and P-4m.)

#### **USAREC Form 978**

Statement of Understanding - Regular Army Enlistment Delay for Applicants With Prior Service or an Existing Military Service Obligation. (Cited in paras E-5a(9), E-5a(11), G-9a(10), H-4d, H-4e, H-4f, H-4n, L-3f, L-3g, M-4b(3), M-5b(2), and Q-10b(5)(c).)

#### **USAREC Form 1053**

Packet Log. (Cited in paras F-3a and F-4e.)

#### **USAREC Form 1054**

Match Log. (Cited in paras J-7c(4) and J-12.)

#### **USAREC Form 1055**

No ENTNAC Results Returned Log. (Cited in para J-5c.)

#### **USAREC Form 1104**

Enlistment Eligibility Questionnaire. (Cited in paras G-4c, G-9a(7), G-12a, J-4c(4), J-4c(5), and N-3d(1).)

#### **USAREC Form 1122**

Statement of Understanding - Army Policy - USAREC Addendum to DA Form 3540 (Acknowledgment of Enlistment). (Cited in paras G-5g(1), G-6b(5)(a), G-12b, and Q-3d.)

#### **USAREC Form 1127**

Supplement to DA Form 3286-67 - Statement for Enlistment (or Appointment) - Army Policy. (Cited in paras G-12c and H-4d(2).)

#### **USAREC Form 1150**

Statement of Understanding - Army Policy - USAREC Addendum to DD Form 1966 Series. (Cited in paras F-6e, G-6b(4), G-9a(5), G-12d, H-4c, K-2e(2)(d), K-2e(2)(e), Q-3b(4), R-2b(3), R-4, and R-4a.)

#### **USAREC Form 1153**

Addendum to Statement for Enlistment - DA Form 3286-64 (United States Army Station/Command/Unit/Area/Enlistment Program). (Cited in para G-12e.)

**USAREC Form 1156**

Statement for Enlistment or Appointment - Concealment of Information. (Cited in paras G-4e, G-6c, and G-12f.)

**USAREC Form 1181**

Statement for Enlistment - United States Army Buddy Team Enlistment Option. (Cited in para R-7d(6).)

**USAREC Form 1182**

Statement for Enlistment - United States Army Unassigned Training Enlistment Option. (Cited in para R-7b(3).)

**USAREC Form 1183**

Statement for Enlistment - United States Army English Comprehension Enlistment Option. (Cited in para R-7c(8).)

**USAREC Form 1185**

Statement of Understanding - Education Plus Program. (Cited in para R-6k(4).)

**USAREC Form 1186**

Statement of Understanding - Education Plus Program for USAR Enlistment. (Cited in para R-6k(5).)

**USAREC Form 1187**

Statement of Understanding - Education Plus Program (With Incentives). (Cited in para R-6k(6).)

**USAREC Form 1190**

Statement of Understanding - College First Program. (Cited in para R-6j(6).)

**USAREC Form 1194**

Statement of Understanding - Special Forces Initial Contract Initiative. (Cited in para R-7g(2).)

**USAREC Form 1202**

Statement of Understanding - Partnership for Youth Success (PaYS). (Cited in para R-7f(5).)

**USAREC Form 1227**

Security Clearance Questionnaire. (Cited in paras J-5j and J-5k.)

**USAREC Form 1228**

Request for Security Clearance Cover Sheet. (Cited in para J-5k.)

**USAREC OP 4**

Regular Army Enlistment (DA Form 4187). (Cited in paras G-9a(10), H-4d, H-4d(1), H-4e, H-4f, H-4i(3), H-4l, H-4m, H-4m(1), H-4n, L-3g, M-4b(2), M-4b(3), M-4b(5), M-4b(6), and M-5b(2).)

**Section IV****Related Forms****DA Form 61**

Application for Appointment.

**DA Form 71**

Oath of Office - Military Personnel.

**DA Form 1811**

Physical Data and Aptitude Test Scores Upon

Release From Active Duty.

**DA Form 3286 series**

Statements for Enlistment.

**DA Form 3286-59**

Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program.

**DA Form 3286-63**

Statement for Enlistment, U.S. Army Training Enlistment Program.

**DA Form 3286-64**

Statement for Enlistment - U.S. Army Station/Command/Unit/Area Enlistment Program.

**DA Form 3286-66**

Statement of Understanding, U.S. Army Incentive Enlistment Program.

**DA Form 3286-67**

Statement of Understanding (Army Policy).

**DA Form 3286-69**

Statement of Understanding for Persons Having Dependents in the Custody of Another.

**DA Form 3540-R**

Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment.

**DA Form 4187**

Personnel Action.

**DA Form 5261-4-R**

Student Loan Repayment Program Addendum.

**DA Form 5261-5-R**

Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum.

**DD Form 4 series**

Enlistment/Reenlistment Document - Armed Forces of the United States.

**DD Form 214**

Certificate of Release or Discharge From Active Duty.

**DD Form 368**

Request for Conditional Release From Reserve or Guard Component.

**DD Form 369**

Police Record Check.

**DD Form 1879**

DOD Request for Personnel Security Investigation.

**DD Form 1966 series**

Record of Military Processing - Armed Forces of the United States.

**DD Form 2366**

Montgomery GI Bill Act of 1984 (MGIB).

**DD Form 2807-1**

Report of Medical History.

**DD Form 2807-2**

Medical Prescreen of Medical History Report.

**DD Form 2808**

Report of Medical Examination.

**FBI Form FD 258**

Applicant Fingerprint Card.

**SF 86**

Questionnaire for National Security Positions.

**SF 1199A**

Direct Deposit Sign-Up Form.

**TAPC-EPMD Form 169-R**

Security Screening Questionnaire.

**TAPC-EPMD Form 189-R**

Personnel Reliability Program Screening Questionnaire.

**USAREC Form 967**

Training Record.

**USAREC Form 986**

Separation Request Form.

**USAREC Form 1034**

Delayed Entry Program Status Change/Request.

**USAREC Form 1035**

Request to Change Enlistment Option.

**USAREC Form 1037**

Probation Officer and/or Court Records Report.

**USAREC Form 1155**

General Exception Form.

**USAREC Form 1165**

USAREC Schools/Training Folder.

**USAREC Form 1196**

Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Delayed Entry Program and Delayed Training Program Members.

**USAREC OP 2**

IRR Transfer (DA Form 4187).

**USAREC OP 3**

Training Seat Cancellation (DA Form 4187).

**USMEPCOM Form 601-23-E**

Report of Additional Information.

**USMEPCOM Form 714A-E**

Request for Examination.

**USMEPCOM Form 727-E**

Processing List (PL).

## **Appendix B Training**

### **B-1. General**

a. This appendix outlines policies and provides guidance concerning responsibilities and requirements to be followed in conducting training for GCs.

b. GC training is conducted in three phases. Phase I consists of 3 weeks on-the-job training designed to familiarize the GC selectee with techniques, procedures, and hardware associated with GC operations. Phase I will be conducted in the GC shop and operations shop, supervised by a V-7. This training consists of 2 weeks of training at their local MEPS, supervised by the SGC, and 1 week of training in their respective Rctg Bn operations section, supervised by the operations noncommissioned officer in charge, prior to attending resident training (Phase II) presented at the Soldier Support Institute, Fort Jackson, South Carolina. Phase II consists of the 4-week resident GCOC. Phase III consists of reinforcement and sustainment training conducted continuously in the unit of assignment upon successful completion of the GCOC. The Rctg Bn noncommissioned officer in charge must ensure that anyone scheduled to attend the GCOC has completed the mandatory GCOC nonresident training package (Phase I). This package is supplied by the Recruiting and Retention School and should be requested through the MTNCO.

### **B-2. Policies**

a. Observations regarding the training status of individual GCs must be brought to the attention of the Rctg Bn MTNCO, who must be involved in all GC training. The Rctg Bn operations NCO and MTNCO augment the SGCs in their role as trainers.

b. GC training conducted by unit trainers will consist of training tailored to the needs of personnel with a high QNE and/or EER rate.

c. Training will be designed to improve mission capability, sustain operations that are being effectively performed, and sustain or improve individual physical fitness. Required training subjects will generally be accomplished during centralized training.

NOTE: If MTNCOs are used as trainers for GCs, they must also be V-7 qualified.

### **B-3. Reinforcement and sustainment training**

a. SGCs will ensure that training is provided to all assigned GC personnel using USAREC Form 794 as a trend, on a weekly basis. All messages concerning new programs, procedures, and changes in policy will be addressed in training.

b. The SGC will ensure that physical fitness programs are in place and in use for all assigned soldiers. Personnel failing to maintain required standards of physical fitness, as demonstrated by poor performance on the Army physical fitness test or exceeding the acceptable weight standards, must be formally coun-

seled and reported to the Rctg Bn commander.

c. SGCs will ensure that all GCs are cross-trained and capable of working all applicant types (i.e., nonprior service (NPS), delayed status (DS), USAR PS (no training), Individual Ready Reserve (IRR) transfer from Ready Reserve, USAR alternate training (SP1 and SP2), USAR prior service training (PST), temporary disabled retired list, Warrant Officer Flight Training (WOFT), Officer Candidate School (OCS), Band, etc.).

d. SGCs will conduct corrective or reinforcement training on all EERs returned with individual GCs. Training must be annotated on USAREC Form 967 (Training Record). All records of training will be placed into the individual's training folder. Folders will be kept on file during the tenure of the GC in the shop.

e. All training will be recorded in USAREC Form 1165 (USAREC Schools/Training Folder).

### **B-4. Performance counseling**

SGCs will conduct developmental counseling as needed. Noncommissioned Officer Evaluation Report counseling will be conducted quarterly and will be documented in accordance with FM 22-100. Conversion rates (physically qualified to contract) of individual GCs will be used as a measure of effectiveness in performance counseling sessions, as well as EERs returned.

### **B-5. Training of GC shop replacements**

a. Rctg Bn commanders, based upon recommendations from the Rctg Bn Command Sergeant Major, will select GC replacements for Rctg Bn GC shops. All selections will be based on projected vacancies.

b. A training seat at the GCOC will be reserved at the earliest possible time prior to the desired training date. Course dates will be requested through the respective Rctg Bde to HQ USAREC.

c. Cases of failure or administrative release from the GCOC must be reviewed to determine if nominees should again be scheduled for class attendance or be considered for another assignment in accordance with the guidance.

### **B-6. Reports and records**

SGCs will record and update conversion rates and QNE rates for each assigned GC and the GC shop monthly.

## **Appendix C**

### **Guidance Counselor Directory**

#### **C-1. Purpose**

a. This appendix establishes a source reference system for GCs to utilize in processing qualified applicants into the RA and USAR. This appendix gives guidance in obtaining additional policies, guidance, and procedures on specific programs, options, statements, and special instructions to ensure that applicants are properly processed for enlistment.

b. In cases of conflict between information published in this regulation and the proponent agency, the reference regulation will have the final determination of eligibility and/or status.

#### **C-2. Related references for enlistment eligibility**

a. USAREC Reg 601-101. This regulation provides procedures for determining the proper education tier status of applicants and applying education enlistment policy consistently.

b. USAREC Reg 621-1. This regulation provides information on the All Volunteer Educational Assistance Program under chapter 30, title 38, United States Code and Loan Repayment Program (LRP) processing procedures.

c. USAREC Reg 140-3. This regulation prescribes policies, responsibilities, and procedures for USAREC personnel to process members of the IRR for transfer to a USAR troop program unit (TPU).

d. USAREC Reg 601-56. This regulation contains instructions for processing RA and USAR waiver applications to determine eligibility for enlistment. These instructions are provided in addition to AR 601-210, chapters 4 and 5.

e. USAREC Reg 601-89. This regulation prescribes policy and procedures for the utilization, completion, and disposition of USMEPCOM Form 714A-E (Request for Examination) by members of USAREC.

f. USAREC/FORSCOM/TRADOC Reg 601-98. This regulation governs eligibility criteria, policies, and procedures for enlistment, immediate reenlistment, or extension with concurrent transfer and processing of persons into the USAR PST Program.

g. USAREC messages.

(1) HQ USAREC publishes messages on the USAREC Intranet to quickly update SGCs on policies, procedures, and guidance. Messages can be found at the following sites:

(a) <http://gcweb.usarec.army.mil>

(b) <http://hq.usarec.army.mil/ro/rcro-pp/PAGEMASTER/main.html>

(2) Recruiting Operations Directorate identifies each message with a message number and subject (e.g., 01-001, subject: XXXX).

(3) HQ USAREC also publishes USAREC messages for Rctg Bdes and Rctg Bns via e-mail. Rctg Bn S3s should ensure that SGCs, company leadership teams (CLTs), and RS commanders have received all current and applicable messages.

(4) USAREC messages beginning in fiscal

year (FY) 01 (1 Oct 2000) will be posted by FY as opposed to calendar year.

NOTE: USAREC messages older than 3 years from date of message are to be considered obsolete and no longer required for reference.

## Appendix D MEPCOM Integrated Reporting System

### D-1. Purpose

The purpose of this appendix is to help GCs understand the procedures to be used for processing applicants using the MEPCOM Integrated Management System (MIRS). It is not

intended to be used as a user's guide.

### D-2. General

a. All processing actions to take place at the MEPS must be projected through MIRS. GCs should follow local MEPS policy for projection procedures.

b. The MIRS USMEPCOM PCN 714ADP (see

fig D-1) has all information contained on one page. Table D-1 explains each section of the MIRS USMEPCOM PCN 714ADP.

c. MIRS must be checked daily for DAT results, human immunodeficiency virus (HIV) results, technical check (tech check) (ENTNAC) results, and PS reconciliation.

**Table D-1**  
**Instructions for how to read an MIRS USMEPCOM PCN 714ADP**

Item No.	Title	Description
1	PERSONAL DATA	This section lists personal identification (ID) information that applies to the applicant (i.e., name, social security number (SSN), current address, citizenship, date of birth, sex, race, ethnic category, marital status, dependents, religious preference, place of birth, recruiter of credit SSN, date of current action, etc.).
2	APTITUDE DATA	This section shows test information for the last Armed Services Vocational Aptitude Battery (ASVAB) test in addition to information from previous ASVAB tests if any have been taken. It also shows any special test scores the applicant may have taken.
3	MEDICAL DATA	This section provides information on all medical testing that has taken place. The SGC should use this section to obtain HIV and DAT results for tracking purposes. In addition, height, weight, and color vision can be found in this section.
4	DEP-IN DATA	This section provides DEP-in information to include DEP-in date, scheduled ship date, recruiter of credit SSN (should match the recruiter's SSN listed in item 1, if not a change of credit is required), program enlisted for, MOS, and waiver code.
5	DEP-DISCHARGE DATA	This section provides information if the applicant was a previous DEP discharge.
6	ACCESSION DATA	This section provides accession information. Specific information includes ship date, active duty service date, pay entry basic date, term of enlistment, waiver code, enlistment grade, date of rank, education level, recruiter of credit SSN, program enlisted for, MOS, any type of youth service program (Junior Reserve Officers' Training Corps, Civil Air Patrol, Naval Sea Cadets), option analysis code, and ship location unit identification code.
7	SUPPORT DATA	This section provides information regarding ENTNAC submission type and date, ENTNAC results, and date of results. It also provides PS reconciliation information. The SGC must screen this section and the ship GC to ensure an ENTNAC was submitted and the person does not have concealed PS.



**\*\*\*PERSONAL DATA PRIVACY ACT PL93-579 APPLIES\*\*\***

714ADP - PERSONAL DATA

SSN            SPF    RID  
**123-45-6789    DAR    1A2T**

NAME (Last, First, Middle, Suffix)

**ADAMS, JOHN, QUINCY, JR.**

NAV:	P	A	M	D	E	H	O
PRIOR:	V	P	P	A			A
CURR:	V	P	P	A			A
TRNS CODE							

DATE OF ACTION: **1996-11-07**

DATE **1996-11-12** TIME **1545**

PMS: **N**            DAYS: **0000** DMDC: **N**

P-MEPS:            C-MEPS: **B62**

DIERC            SSC

DIEUS            SS NO.

LAST TRANS: **B006F**

CURRENT ADDRESS (Street, City, County, State, Country, ZIP Code)  
**1212 CLOVERLEAF LANE MILWAUKEE 12345 WI US 53203**  
 HOME OF RECORD  
**1212 CLOVERLEAF LANE MILWAUKEE 12345 WI US 53203**

CITZ	SEX	RACE	ETHNIC	SPAN/HISP	MARITAL	#DEP
CA	M	C	Y		S	0
BIRTHDATE	RELG	EDUC	FOREIGN LANGUAGE			
1976-07-04	62	11S	1- 2- NONE			

PLACE OF BIRTH  
**PHILADELPHIA, PA**

RECRUITER ID/STATION  
**111223333    5J6M**

DRIVERS LIC (FLG/ST/NR)  
**Y    WI Q655-465-1302-02**

EXPIRATION DATE  
**1999-07-04**

AFQT    TID    TEST-DATE    ST    M-SITE    DFQT  
 ENL TEST    **97    22A    1996-11-07    P    792021**  
 TEST  
 TEST  
 GS    AR    WK    PC    NO    CS    AS    MK    MC    EI    VE  
**19    28    34    15    32    60    18    25    22    17    49**  
 GT    GM    EL    CL    MM    SC    CO    FA    OF    ST  
**COMPOSITE: 126 123 126 130 119 126 126 131 119 126**

☐ **APTITUDE DATA**

TEST ELIG DATE

**1996-12-07**

REMARKS:

TEST ADMIN  
**000759094**

MANUAL-AUTH

**SPECIAL TEST**

TYPE	SCORE	DATE
<b>DLAB</b>	<b>0000000092</b>	<b>1996-11-08</b>

☐ **MEDICAL DATA**

HIV: RSLT    SPECIMEN    TEST-DATE    RSLT-DATE  
**5B    12345678    1996-11-08    1996-11-15**

DRUG: RSLT    SPECIMEN    TEST-DATE    RSLT-DATE  
**NN    12345678    1996-11-08    1996-11-15**

ALC: RSLT    SPECIMEN    TEST-DATE    RSLT-DATE  
**N          1996-11-08**

RPR: RSLT    SPECIMEN    TEST-DATE    RSLT-DATE

PHY DATE    RBJ DATE

**1996-11-08**

INSP DATE    ELIG DATE

**P U L H E S - X**  
**1 1 1 1 1 1 E**

FREQUENCY: 05    10    20    30    40    60  
 RIGHT: 00    00    00    00    00    00  
 LEFT: 00    00    00    05    00    10

VISION:    NEAR    DISTANT  
 AFVT    RIGHT: **020/020**    **020/020**  
 X    LEFT: **020/020**    **020/020**

WVR    MED\_FAIL    X\_RAY    EQP    BODY FAT    HGT    WGT    HAIR    COLOR EYES    BP    PIP    RED/GREEN    FLNT    REFRACT    CNSLT    HCG  
**N          NXT    O       70.50    165    BROWN    BLUE    120/78    P    X    X    L    N    M**

☐ **DEP-IN DATA**

DEP-DOE    PADD    ES    RECRUITER INFO    PEF    T-E MOS/AFS    W/VR  
**1996-11-08    1997-02-12    3    111223333    QHTEP    57E10    YYY**

SSAN



☐ **DEP-DISCHARGE DATA**

DISCHARGE DATE    REASON    SPF

714ADP



☐ **ACCESSION DATA**

ENLIST DATE	ADSD	PEBD	TOE	WVR	PAYGRADE/DATE	ES	HIGHEST GR COMP
RECRUITER INFO	PEF	T-E MOS/AFS	PMOS/AFS	YTH/PR	O/A	TRANSFER TO UIC	368    SPLIT OPTION    ACTIVE RESERVE

**SERVICE REQUIRED CODES:**


☐ **SUPPORT DATA**

PATH DATE SUB    CASE#    RSLT    AGY    DATE CLOSED  
**ENTNAC: A    1996-11-08    962915548    F    1996-11-27**  
 ALIAS:            NEE:  
 ALIAS 1:  
 ALIAS 2:  
 ALIAS 3:

PMS INFO    PSPF DATE REC

DMDC:

PQR:    DCL    SVC    VR    RMKS

**Figure D-1. Sample of a USMEPCOM PCN 714ADP (MIRS)**

## **Appendix E**

### **Recruit Quota System Procedures and Responsibilities**

#### **E-1. Purpose**

This appendix establishes policies and procedures, assigns responsibilities, outlines capabilities, and prescribes minimum procedures for the efficient use of REQUEST within USAREC for personnel procurement for the RA and USAR.

#### **E-2. General**

REQUEST is a management information subsystem of KEYSTONE that provides the Army with an orderly and efficient mechanism for allocating training resources to new accessions. Operating centers that use REQUEST programs are: Office of the Deputy Chief of Staff for Personnel; PERSCOM; USAREC; United States Army Training and Doctrine Command (TRADOC); United States Army Forces Command; Army National Guard (ARNG); and USAR.

a. Operational management of REQUEST within USAREC is administered at HQ USAREC by the Director of Recruiting Operations in coordination with the Director of Information Management and all Rctg Bdes, Rctg Bns, and MEPS.

b. Any use of REQUEST and the information therein for a purpose or in a manner other than authorized herein is prohibited. Terminals which are used for the purpose of demonstration and/or special events associated with recruiting must be operated by an authorized operator listed on orders by the Rctg Bn terminal area security officer (TASO) and posted in the terminal area. Reservations will not be made for any reason during demonstrations, special events, or training.

NOTE: Only post authorized users, not user IDs and passwords.

c. HQ USAREC has a limited degree of control and authority over factors which influence the reservation process. Accession controls (DEP controls and USAR input to training controls) are imposed to govern quantity and quality of accessions in meeting the USAREC monthly accession mission from Headquarters, Department of the Army (HQDA). USAREC does control the measures, which facilitate meeting quality distribution goals for each MOS. HQ USAREC monitors REQUEST and database files to determine progress in its recruiting effort. When problems in the reservation process arise, which are noted by HQ USAREC or which are indicated by reported problems from subordinate headquarters, HQ USAREC will initiate corrective action. REQUEST programs provide users the following:

(1) A real-time capability of reserving training spaces and unit vacancies by MOS and time period, based on available programs and vacancies.

(2) Retrieval of data for operations and management use.

d. Operation. The reservation function is the core of REQUEST. To successfully complete a reservation for an applicant whose qualifications

have been loaded into the recruit file, the following must be available: A training seat, basic training (BT), option, weekly limit, basic airborne training seat (if airborne training is desired or required), and a first assignment. For USAR, a valid training seat matching a unit vacancy advertised on REQUEST.

(1) When Rctg Bdes and Rctg Bns encounter a problem with the reservation process, they should contact HQ USAREC (RCRO-O-TOC).

(2) Should REQUEST fail, procedures for continuity of the recruiting reservation process are outlined in paragraph E-7.

e. Production management. A number of REQUEST programs are required to be run at Rctg Bde and Rctg Bn levels as they provide valuable management data. These programs are listed in appendix P.

NOTE: DEP override capabilities are at the Rctg Bde level only.

#### **E-3. Responsibilities**

Responsibilities for REQUEST operation and procedures within the GC section are as follows:

a. SGCs will supervise operation of REQUEST to ensure proper cost effective and efficient use of all terminals and programs, accuracy of input data, and prevention of system and reservation abuses as outlined in paragraph E-5, and compliance with this regulation by all GC personnel assigned.

b. GCs will be knowledgeable in mechanical and functional operations of the terminal to ensure maintenance of the equipment and that correct programs are used to perform location, qualification, and reservation operations.

c. The S3 will advise the Rctg Bn commander of pertinent aspects of REQUEST use and abuse, inspection findings, and management reports data.

d. Liaison noncommissioned officers (LNCOs) at United States Army Reception Battalions (USARECBNs) will:

(1) Retrieve necessary data from the system to verify and resolve cases of disqualification or REQUEST abuse.

(2) Provide feedback information to HQ USAREC on invalid data and accession flow in accordance with USAREC Reg 600-8.

#### **E-4. Security**

a. REQUEST is classified highly sensitive according to the provisions of AR 380-19. The classified component of REQUEST includes all data files, the entire database, and all computer programs. At a minimum, all systems of records will be safeguarded in accordance with AR 25-55. REQUEST users must post notification of authorized users only in all terminal areas. The system initiation procedures, including all user passwords, ID numbers, telephone access numbers, and location IDs are also highly sensitive. These ID numbers, telephone access numbers, and location IDs must not be displayed in the terminal area. Additionally, all input to and output from the system that con-

tains personal information (i.e., names, SSNs, aptitude test scores, and any other personal data) is governed by the provisions of the Privacy Act of 1974 and will be treated accordingly. As a result, GCs will exert every effort to ensure that any documents produced that include any of the above specified information are destroyed in accordance with the provisions of the Privacy Act.

b. General security provisions. A large amount of the information that is contained in REQUEST is subject to user manipulation and retrieval, and therefore the privileged nature of this information must be recognized. The release of personal information that may be obtained from REQUEST is governed by the provisions of AR 25-55, AR 340-21, and the Privacy Act of 1974.

c. Rctg Bde and Rctg Bn commanders will assign, in writing, a TASO where a terminal is located. The TASO is responsible for the following:

(1) Issuing instructions specifying security requirements and operating procedures.

(2) Ensuring that each terminal user's identity, need-to-know level of clearance, and access authorizations are established commensurate with the data available from that terminal.

(3) Managing the control and dissemination of user and file ID numbers and passwords for REQUEST and GC Sales terminal users.

(4) Implementing controls to prevent entry of unauthorized transactions or data over REQUEST terminals.

(5) Ensuring local compliance with security operating procedures for that terminal site.

(6) Taking all possible actions to ensure overall system security.

(7) Reporting to the REQUEST automatic data processing system security office all practices dangerous to overall system security and all instances of security violation through HQ USAREC (RCIM), Fort Knox, KY 40121-2726.

(8) Access codes will be changed every 6 months or on departure of a user, whichever occurs first.

d. Rctg Bde and Rctg Bn commanders will designate, in writing, authorized REQUEST users.

e. Minimum security requirements. Telephone access numbers, passwords, location IDs, and all other access codes constitute restricted information that cannot be posted in the terminal area or displayed in any way where unauthorized personnel may see them. Only authorized users may have access to these codes. Users may not exchange or transfer access codes. Any output from REQUEST that contains personal information must be kept in a secured place and any output that is to be discarded must be disposed of in accordance with the local security regulations or directions.

#### **E-5. REQUEST abuses**

a. The following are considered system abuses and are prohibited for all enlistment types, RA and USAR, unless otherwise noted.

(1) Duplicate reservation. Two or more res-

ervations on file simultaneously with the same SSN or for the same applicant. (Except SP1 and SP2 reservations for USAR.)

(2) Late cancellation. A reservation that is canceled after the scheduled enlistment date (ship date for USAR, NPS, SP1, and SP2).

(3) Early ship. DEP enlistee who is brought onto AD prior to the recruit ship week (RSW) within which his or her scheduled RA enlistment date falls. This is not to be confused with a pull-forward which is defined in USAREC Pam 25-31.

(4) Late ship. DEP enlistee who enlists in the RA after scheduled recruit ship date (applies to USAR, NPS, SP1, SP2, and PST).

(5) Phantom or bogus enlistment. Verification as an accession of a reservation made for a fictitious applicant.

(6) Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

(7) Unqualified applicant. Input of inflated ASVAB test scores or qualification data which is not valid. This includes inaccurate height and/or weight for IRR soldiers. Reservations will not be made nor held for unqualified applicants.

(8) Swapping. Enlisting an applicant under a reservation made for a different individual. Each individual must possess a reservation, which bears his or her correct name and SSN prior to enlistment.

(9) Uncommitted applicant reservation. A reservation made for an individual who does not execute an enlistment agreement immediately (e.g., reservation is made for applicant without executing a DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States) or USAREC Form 978 (Statement of Understanding - Regular Army Enlistment Delay for Applicants With Prior Service or an Existing Military Service Obligation), with the intention of allowing the applicant time to think about it).

(a) A reservation for an RA applicant may be held until the next duty day, pending completion of enlistment processing only (USMEPCOM). Reservations will not be held over the weekend.

1. Applicants that have not completed enlistment processing by the following day must have their REQUEST reservation canceled.

2. A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the recruit ship month (RSM).

3. In no case will a reservation be held over past the end of the RSM (i.e., reservation made on last Monday of the RSM and contracted Tuesday of the new RSM).

(b) Reservations for USAR applicants will not be held over under any circumstances.

(10) Advance reservation. A reservation made for an applicant prior to the applicant's arrival at the MEPS for enlistment that day (e.g., reserving a school seat for an applicant that is not physically at the MEPS for enlistment that day).

(11) Unsubstantiated reservation. A reservation made for an applicant that contains any data not substantiated by appropriate document-

tation (i.e., DD Form 1966 series (Record of Military Processing - Armed Forces of the United States), USAREC Form 978, and DD Form 4 series) prior to entering REQUEST.

(12) Input of another recruiter's SSN to secure a reservation for a recruiter not linked to the Command Integrated Management System.

(13) Mission box fraud by securing a reservation with incorrect education level and/or Armed Forces Qualification Test (AFQT), requesting a change to a lower education level and/or AFQT after the close of the RSM. Detected by comparing DD Form 1966 series, REQUEST printout, and USMEPCOM PCN 714ADP.

(14) The completion of an applicant's data using fraudulent data in REQUEST and GC Sales. The only exception is to input data for a reevaluation believed justified DEP member who requires renegotiation.

(15) MOS substitution. Changing a soldier's MOS to another MOS within the same career management field (CMF) that is not a substitutable MOS. Only MOS to be entered into REQUEST as the primary military occupational specialty (PMOS) is that verified by military document and/or is confirmed by the Enlistment Inquiry Section (EIS). For applicants from another Armed Forces component for which an MOS does not convert in accordance with DOD 1312.1-I will be entered as 09B.

(16) GC SSN substitution. The GC must enter his or her own SSN when completing a reservation on REQUEST.

b. All of the above can be detected at Rctg Bn level.

#### **E-6. Management and production programs**

REQUEST contains valuable management information for each commander involved with REQUEST. Commanders are encouraged to use these reports to the extent required for management of their commands. It is incumbent upon commanders at all levels to monitor REQUEST use and ensure it is being used cost effectively within their commands.

#### **E-7. Alternate procedures for terminal or system failure**

a. In the event a terminal becomes non-operational and no other terminal is immediately available, GCs should contact their respective Rctg Bn operations section, which will access the system and make the reservation. The PERSCOM REQUEST Office has established alternate commercial access directives. If terminal failure is at a USARECBN, LNCOs should call HQ USAREC for system access and programs.

b. In the event of system failure, notify HQ USAREC (RCRO-O) immediately of the system failure through command channels.

c. Notify HQ USAREC, Service Oversight Center at 1-(800)-223-3735, extension 61700.

## Appendix F

### Quality Control Procedures and Scheduling of Applicants

#### F-1. Purpose

This appendix establishes policies and procedures to ensure complete and accurate enlistment packets (see fig F-1) and applicant scheduling procedures.

#### F-2. General

a. QC procedures are established to preclude processing unqualified applicants at MEPS and to provide the GC with a prescreened enlistment packet.

b. To reduce packet deficiencies and provide red-carpet treatment for all applicants, a "GO" packet must be at the GC shop once the applicant is scheduled for processing. All GCs will QC enlistment packets prior to processing an applicant for job selection and enlistment to ensure the packet is complete and correct in accordance with AR 601-210.

#### F-3. QC procedures

The following QC procedures will be implemented:

a. All enlistment packets will be logged in on USAREC Form 1053 (Packet Log) immediately upon arrival at the MEPS (see fig F-2). Any packet logged out will be annotated in the Sign-Out section of USAREC Form 1053.

b. All enlistment packets will be reviewed by a quality control noncommissioned officer (QCNCO) and given either a "GO" or "NO-GO" status. A "GO" status will indicate that the enlistment packet has been determined to be complete, accurate, and the eligibility of the applicant has been verified. To ensure prompt notification regarding packet status, packets will be checked on the same date as received. All packet statuses, "GO" and "NO-GO," will be reported to the CLT QCNCO.

NOTE: The QCNCO will be responsible for all packets that they QC. All packets that are determined to be "GO" packets during QC and are later found to be "NO-GO" packets, and the discrepancies were of no fault of the applicant (i.e., GC error) will be corrected by that GC.

c. Processing qualified applicants with complete enlistment packets is always the first priority. Applicants will not be processed with incomplete enlistment packets.

d. Enlistment packets, to include education documents, will be checked by the QCNCO using AR 601-210, chapters 2 and 3 and USAREC Reg 601-101, to verify basic eligibility and AR 601-210, chapter 5, to check the accuracy of the entries on DD Form 1966 series. When the QCNCO detects a questionable education credential, the applicant's enlistment packet will be referred immediately to the Rctg Bn education services specialist for verification of the applicant's education status.

e. GCs will place emphasis on comparing the DD Form 1966 series to the GC Sales Applicant Record (Menu #2) to ensure the following data matches:

- (1) Personal information.
- (2) Education.
- (3) NPS or PS status.
- (4) Recruiter of credit.

f. Discrepancies between GC Sales and DD Form 1966 series will be reported to the CLT for correction and reprojected by the GC using GC Sales Menu Item 5 (Add/Change 714A). Any discrepancy between the GC Sales record and the enlistment packet must be corrected prior to the packet receiving a "GO" status.

g. The QCNCO will initial in the GC QC column provided on the USAREC Form 794 attesting to the presence of the document indicated.

h. The QCNCO will annotate all deficiencies in the Errors section of the USAREC Form 794. All "NO-GO" packets will be reported to the Rctg Co 1SG or Rctg Co commander (RS commander if 1SG is not available) to correct any errors or to obtain any missing documents. The Packet Quality section of USAREC Form 794 will have the "NO-GO" packet data entered, to include the person notified, date, and time. Applicant will not be processed for enlistment with a "NO-GO" packet. The GC will sign the USAREC Form 794 at the time the packet is initially QC'd. A copy of the USAREC Form 794 (front only) will be made and forwarded to the Rctg Bn Command Sergeant Major and MTNCO through the Rctg Bn operations section at the close of business each day with the end-of-day reports.

i. As packet errors are corrected by the recruiter and verified by the GC, the verifying GC will complete the Date Corrected block on USAREC Form 794. The Rctg Co 1SG or Rctg Co commander (RS commander if 1SG is not available) will be notified of the packet status after corrections are made. The Packet Quality section of USAREC Form 794 will reflect the "GO" packet status and the required entries in this area will be completed by the GC.

j. Packets will be filed alphabetically by Rctg Co until scheduled for processing. This file will be screened and purged quarterly and the CLT will be notified of potential applicants. Applicant packets that have no potential for enlistment will be returned to the RS through the CLT.

#### F-4. Scheduling of applicant processing

a. Applicants will be scheduled for processing by the recruiter by transmitting their records via the Army Recruiting Information Support System.

b. The Rctg Co 1SG will contact the SGC at a time established in the GC shop SOP to confirm projections for the next processing day. This is to ensure that all applicants processing are scheduled for lodging and meals, and will receive red-carpet treatment during their process-

ing.

c. Submit USMEPCOM Form 727-E to MEPS using MIRS after ensuring all entries are complete and accurate in accordance with USMEPCOM Reg 601-1.

d. Each member of the GC shop is responsible for identifying and reporting both positive and negative trends in enlistment packet preparation to the SGC.

e. At the close of each RSM, the SGC will prepare a report, by Rctg Co, which reflects total packets submitted, total first time "GO" packets and first time "NO-GO" packets. This data is easily gathered by referring to USAREC Form 1053. A copy of this report will be forwarded to the Rctg Bn operations section for review and will be maintained with the reports as outlined in appendix P.

#### F-5. Projection rosters

Projection rosters are defined as follows for the purpose of this regulation.

a. Projection roster. The initial roster turned in with projections for the next processing day according to MEPS SOP.

b. Add-on roster. Any roster turned in after the initial roster for next day processing. In some cases this is also referred to as a holdover roster.

c. Holdover roster. Used to identify applicants who could not complete processing that day and must be held over for the next day's processing. Applicants indicated as holdovers will appear on the next day's processing list (PL). The SGC will ensure that this roster is turned in to MEPS personnel in accordance with local MEPS SOP.

d. Walk-in roster. Any applicant that requires processing that did not meet the cutoff for the initial projection roster. The roster turned in for same day processing.

NOTE: Local MEPS policy will dictate specific cutoff times for different rosters.

#### F-6. Exceptions to policy

a. Requests for exceptions to policy (ETPs) for qualifications and standards contained in AR 601-210 and/or QUALS will be sent through appropriate Rctg Bn to Rctg Bde to the appropriate section at HQ USAREC. These exceptions will be acted upon and final determination will be sent back to the requester.

(1) HQ USAREC, Recruiting Operations Directorate, Plans and Policies Division, via e-mail at RCRO-PP will process:

- (a) 1-10 exceptions.
- (b) Reenlistment eligibility code issues.
- (c) Retention control point issues\* (see NOTE below).
- (d) Color vision\* (see NOTE below).
- (e) Documentation issues (i.e., unofficial college transcripts).

NOTE: An asterisk "\*" indicates that HQ USAREC (RCRO-PP) will forward to Depart-

ment of the Army (DA) for approval.

(2) HQ USAREC, Recruiting Operations Directorate, Operations Division, Technical Operations Center. All RA exceptions will be forwarded via e-mail to RO-RA-EXCEPTIONS and all USAR exceptions will be forwarded via e-mail to ROC-USAR-EXCEPTIONS.

(a) DEP control.

(b) Three point line scores.

(c) Shipment outside of scheduled RSW.

NOTE: Higher than three point line scores will be forwarded to DA, via HQ USAREC (RCRO-O-TOC), for approval or disapproval.

b. Recruiting Operations Directorate, Plans and Policies Division, Waivers Branch, will handle all clarification of moral or waiver issues. E-mail moral or waiver issues to RO Waivers.

c. All pertinent information and circumstances that justify an exception will be given to the operations section.

d. The operations NCO will complete USAREC Form 1155 (General Exception Form) and forward to the Rctg Bde with a complete description of the exception to include the regulation and paragraph that prohibits what is being requested.

e. Approved or disapproved exceptions will be documented on USAREC Form 1150 (Statement of Understanding - Army Policy - USAREC Addendum to DD Form 1966 Series) (see fig F-3) and included in the enlistment packet.

ENLISTMENT PROCESSING WORKSHEET (For use of this form see USAREC Reg 601-96)							SHIP DATE		
APPLICANT NAME: Jones, Gregory A.			SSN: 123-45-6789		RSID: 3h4d		020614		
APPLICANT TYPE: <u>RA</u> USAR NPS PS GLOSSARY NPS					APPLICANT RECORD IN ARISS? <u>Y</u> N		SHIP LOCATION Fort Jackson, SC		
EDUCATION: 12L		AFQT: 77	TEST DATE: 020119	TEST LOCATION: Mobile		High School	MEPS	WAIVER REQUIRED? <u>Y</u> <u>N</u> <i>(Circle all that apply)</i> Moral    Medical    Admin    Other	
RECRUITER NAME: SFC Hanna		RS APPLICANT	RS APPLICANT	RS APPLICANT	MET Site	Nite Test			
RECRUITER SSN: 487-65-4321		HEIGHT 71	WEIGHT 177	TAPE TEST NA					
DOCUMENT	STATION QC	QC SHOP QC	DEP/DTP IN	ERROR	DATE CORR	*DEP/DTP GC FORMS		IN	OUT
USMEPCOM 714A (ARISS)	TBH	CED	-			REQUEST and QUALS Printouts		CED	
USMEPCOM 714ADP (MIRS)	-	-	CED			DD Form 2807-1 and DD Form 2808		CED	
DD Form 1966, Pages 1 & 2	TBH	CED	CED			DD Form 4 Series		CED	
DD Form 1966, Pages 3 & 4	TBH	CED	CED			DA Form 4824-R (ROTC/SMP)		-	
SF 86/USAREC Form 1104	TBH	CED	CED			DA Form 2286-59/63/64/65/66/67/68/69/70 <i>(Circle each one used)</i>		CED	
SF 86 (EPSQ) Disk	TBH	CED	CED			DD Form 2366 (RA GI Bill)		CED	
Waiver Memorandum	-	-	-			DA Form 3540-R (USAR)		-	
DD Form 369/USAREC Form 1037	TBH	CED	CED			DA Form 5261-R/-1-R/-2-R/-3-R/-4-R/-5-R <i>(Circle each one used)</i>		-	
DD Form 368/DA Form 4187 (DOS/PS)	-	-	-			DA Form 5435-R (USAR GI Bill)		-	
DD Form 2807-2	TBH	CED	CED			DA Form 5435-R-1 (GI Bill Kicker)		-	
USAREC OP 2 (USAR-IRR Transfer)	-	-	-			DA Form 5585-R (WOFT)		-	
DD Form 256A/Orders	-	-	-			DA Form 5586-R (OCS)		-	
STARR Forms (USAR)	-	-	-			DA Form 1696-R (USAR Grade Wvr)		-	
USAREC Form 541 (News Release)	TBH	CED	CED			USAREC Form 827 (USAR PST)		-	
USAREC Form 1145 (DAT)	TBH	CED	CED			USAREC Form 1122 (USAR)		-	
Clothing Record (DOS/PS)	-	-	-			DA Form 3685 (USAR)		-	
BASIC ELIGIBILITY DOCUMENTS <i>(Specify Documents Used):</i>						FORSCOM Form 1058-R (USAR)		-	
Name: Birth Certificate	TBH	CED	CED			DA Form 7004-R (STARR)		-	
SSN: Social Security Card	TBH	CED	CED			DA Form 4826-R (Alternate Tng Program)		-	
Age: Birth Certificate	TBH	CED	CED			USAREC Form 1127 (RA/USAR)		CED	
Citizenship: Birth Certificate	TBH	CED	CED			USAREC Form 1150 (RA/USAR)		CED	
Education: High School Diploma	TBH	CED	CED			USAREC Form 1156 (RA/USAR)		CED	
PS:	-	-	-			USAREC Form 978		-	
Marital Status:	-	-	-			USAREC Form 1153		-	
Dependents:	-	-	-			USAREC Form 1181		-	
ACASP	-	-	-			USAREC Form 1182		-	
Driver's License:						USAREC Form 1183		-	
State: <u>CA</u> Exp Date: <u>040429</u>	TBH	CED	CED			USAREC Form 1185/1186/1187 <i>(Circle each one used)</i>		-	
Other						USAREC Form 1190		-	
						USAREC Form 1194		-	
						USAREC Form 1202		-	
PACKET QUALITY									
NO-GO:	Notified:	Date:	Time:	ORIGINAL PHYSICAL DATE 020419				TBF@	
<u>GO</u>	Notified: 1SG Robertson	Date: 020419	Time: 0900	DEP-IN HEIGHT (FROM DD FORM 2808) 71				DEP IN NA	
				DEP-IN WEIGHT (FROM DD FORM 2808) 175				MAX	
				MAX WEIGHT FOR HEIGHT 184				TBF NA	
CERTIFICATION									
	Name	Signature		Date	CORR DIST VISION	RIGHT 20/ 20	CORR TO 20/ 20		
Station QC:	SFC Hanna, Thomas B.	/signed/		020418	FROM DD FORM 2808	LEFT 20/ 20	CORR TO 20/ 20		
GC QC:	SFC Dossett, Charles E.	/signed/		020419	COLOR VISION				
DEP/DTP-In GC:	SFC Dossett, Charles E.	/signed/		020419	FROM DD FORM 2808 Normal				
SGC Review:									
Opns NCO QC:									

USAREC Form 794, Rev 1 May 02 (Previous editions are obsolete)

Figure F-1. Sample of a completed USAREC Form 794 (front)

UPDATE • USAREC Reg 601-96

## REGULAR ARMY

USMEPCOM 714ADP (MIRS)  
DD Form 1966/1 (ARISS)  
DD Form 1966, pages 2 through 4  
DSS (Rap Sheet)\*  
Investigation Results\*  
SF 86  
USAREC Form 1104  
DD Form 369\*  
USAREC Form 1037\*  
USAREC Form 1145

Eligibility Documents:  
Name  
Age  
Citizenship  
SSN  
Education  
Prior Service\*  
Marital Status\*  
Dependents\*  
Driver's License\*  
Pay Grade Authority\*  
USAREC Form 512

(\*If Applicable)

USAR

Ship Residual

Figure F-1. Sample of a completed USAREC Form 794 (inside left) (Continued)

DD Form 369 Checklist			
Required DD Forms 369	YES	NO	Comments
Currently Residing	YES	NO	Comments
Currently Working	YES	NO	Comments
Currently Attending School	YES	NO	Comments

Required DD Forms 369 for Law Violations Listed			
Locations where offense(s) occurred	YES	NO	Comments
Three years prior to application for enlistment	YES	NO	Comments
Applicant Resided	YES	NO	Comments
Was Employed	YES	NO	Comments
Attended School	YES	NO	Comments

### REGULAR ARMY

If Applicable:

+DD Form 2807-2  
+DD Form 2807-1 and DD Form 2808  
+DD Form 2005  
+(All Medical Documents)  
REQUEST Printout  
DA Form 3286 Series (In Annex Order)  
USAREC Form 1127  
USAREC Form 978\*  
USAREC OP 4\*  
DD Form 368\*  
DD Form 2366  
DD Form 4 Series\*  
Clothing Record\*  
USAREC Form 1156  
USAREC Form 1227  
USAREC Form 1228

DA Form 3540-R  
DA Form 5261-R/-1-R/-2-R/-3-R/-4-R/-5-R  
*(Circle each one used)*  
DA Form 5435-R  
DA Form 5435-R-1  
DA Form 5585-R  
DA Form 5586-R  
DA Form 1696-R  
USAREC Form 827  
USAREC Form 1122  
DA Form 3685  
FORSCOM Form 1058-R  
DA Form 7004-R

DA Form 4826-R  
USAREC Form 1150  
USAREC Form 1153  
USAREC Form 1181  
USAREC Form 1182  
USAREC Form 1183  
USAREC Form 1185  
USAREC Form 1186  
USAREC Form 1187  
USAREC Form 1190  
USAREC Form 1194  
USAREC Form 1202

**(+Medical Folder May Remain Intact)**

**(\*If Applicable)**

**USAR**

**Battalion Residual**

Figure F-1. Sample of a completed USAREC Form 794 (inside right) (Continued)



<b>ENTNAC PROCESSING</b>		
Date Posted	GC ID	Signature
Favorable (Tech Check): <u>020423</u>	<u>345678912</u>	_____
Match (see NOTE): _____	_____	_____
DSS Rap Sheet: _____	_____	_____
NOTE 1. Post soldier data to USAREC Form 1054.		
Rap Sheet Received Date: _____		MIRS Confirmation # _____
Are all violations listed on SF 86 and/or USAREC Form 1104? Yes _____ No _____		
Waiver Required? Yes _____ No _____		
Waiver Approved Date: _____		
Retain in DEP Required Yes _____ No _____		
Retain in DEP Date _____		
<b>BEFORE SHIP PACKET CHECK</b>		
Are final ENTNAC results posted to this soldier's packet? <u>Yes</u>		
(If YES, ensure that DD Form 1966/3 is posted.)		
(If NO, notify Rctg Bn operations.)		
Are all required forms and annexes properly completed and in place? <u>Yes</u>		
Does the soldier meet all necessary qualifications for the options(s) selected? <u>Yes</u>		
Check the following:		
<i>GED</i> Height	<i>GED</i> Weight	<i>GED</i> Color Vision
<i>N A</i> Airborne Qual		<i>GED</i> Law Violations
Will the DD Form 2807-1 and/or DD Form 2808 still be valid on AD or IADT date? <u>Yes</u>		
Circle the appropriate items below that are required to enter active duty:		
Diploma	Transcripts for Option (Indicate which below) <u>Algebra</u>	Clothing Record
		DA 201 File
		DD Form 2807-1 or DD Form 2808 from unit
Are hard copies of any facsimile documents missing? If so, which: <u>No</u>		
Notified of required action or documents as indicated above: <u>1SG Robertson</u>		
(Who)		
By (GC): <u>SFC Charles Dossett</u>		Date: <u>020505</u>
Date document(s) posted: _____		
Remarks:		
Ship Counselor: I certify that I have verified the eligibility of this individual based on the information contained in this application.		
GC Signature: _____		Date: _____
Final Review by SGC		
SGC Signature: _____		Date: _____

**Figure F-1. Sample of a completed USAREC Form 794 (back) (Continued)**

# Packet Log

(For use of this form see USAREC Reg 601-96)

**BATTALION:** Houston

**RSM:** June

DATE RECEIVED (YYMMDD)	TIME RECEIVED	APPLICANT NAME	SSN	RSID	GO/NO-GO		SIGNED OUT BY (SIGN/PRINT)	DATE
011203	0800	Kichler, Stephen	123-45-6789	3H4D	X		/signed/ Derek Gaines	011203
011204	0730	Stewart, Walter	987-65-4321	3H2O		X	/signed/ Derek Gaines	011204

USAREC Form 1053, Rev 1 Apr 97 (Previous editions are obsolete)

Figure F-2. Sample of a completed USAREC Form 1053

UPDATE • USAREC Reg 601-96

**Statement of Understanding - Army Policy**  
**USAREC Addendum to DD Form 1966 Series**  
 (For use of this form see USAREC Reg 601-96)

**REQUIRED STATEMENTS**

*(Applicant will initial all statements that pertain to them).*

1. ☐ Enlistment grade is E- \_\_\_\_\_ in accordance with AR 601-210, paragraph \_\_\_\_\_. (This space will be used for **anyone** entering the Army at an **advanced pay grade**.)

**PRIOR SERVICE APPLICANTS**

2. ☐ My date of rank will be adjusted at my first duty station in accordance with AR 600-20.
3. ☐ I understand I must meet the retention control point standards at the end of my enlistment in order for me to reenlist or extend. I must have earned the rank of E- \_\_\_\_\_ or higher at the end of this enlistment.
4. \_\_\_\_\_ (Name of School) is listed in the Commission on Recognition of Postsecondary Accreditation (CORPA) book. (This block is used for applicants who are being promoted based on college credits.)

**EXCEPTIONS TO POLICY**

5. ☐ Moral ☐ Medical ☐ Administrative (check one) waiver approved for \_\_\_\_\_ (state reason) by \_\_\_\_\_ (Name) on \_\_\_\_\_ (Date).
6. Exception to policy DOS/PS (reason) ☒ approved ☐ disapproved (check one) by SFC Hanna, HQ USAREC (RCRO-PP) (Name & HQ) on 021203 (Date). Control # 023H9999.
- Use this space for additional exceptions if needed \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. Airborne qualified at \_\_\_\_\_ MEPS on \_\_\_\_\_ (Date). BAT start date is \_\_\_\_\_.

**SPECIAL TESTS**

8. Type of test: \_\_\_\_\_ Score \_\_\_\_\_ Date administered \_\_\_\_\_ Location \_\_\_\_\_
9. ☐ I understand I must return to the \_\_\_\_\_ MEPS by \_\_\_\_\_ (Date) for the \_\_\_\_\_ (Name of test) and achieve a passing score or I will be required to renegotiate my enlistment contract. I further understand that if I do not achieve a passing score, there is no guarantee I will be able to enlist into another MOS in Military Intelligence.
10. ☐ I understand that continued military service beyond 8 years requires me to become a citizen of the United States.

**INCENTIVE INFORMATION**

11. ☐ Enlisted for \_\_\_\_\_ (Incentive) in accordance with HQDA Message # \_\_\_\_\_ dated \_\_\_\_\_ for MOS \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ weeks.
12. ☐ I understand that under the Army's Student Loan Repayment Program, the Army will not repay student loans in excess of \$65,000 regardless of the amount of my student loans. I further understand that I am required to make the interest payments on my student loan during my first year of enlistment. In addition, I understand that I must bring copies of **ALL** my student loan promissory notes when I report to the MEPS for my active duty ship date.
13. PRP Qualified at \_\_\_\_\_ MEPS on \_\_\_\_\_ (Date).
14. Security Interview passed at \_\_\_\_\_ MEPS on \_\_\_\_\_ (Date).

TYPED NAME OF APPLICANT (Last, First, MI) Johnson, James D.	SIGNATURE /signed/	DATE 021204
TYPED NAME OF GUIDANCE COUNSELOR (Last, First, MI) Hanna, Thomas B.	SIGNATURE /signed/	DATE 021204

USAREC Form 1150-R-E, 1 Sep 97

V1.00

Figure F-3. Sample of a completed USAREC Form 1150

## **Appendix G**

### **Procedures for Enlistment into the Delayed Entry Program and Delayed Training Program**

#### **G-1. Purpose**

a. The purpose of this appendix is to establish policies and procedures to be used in enlisting applicants into the DEP and DTP.

b. The establishment of standardized DEP and DTP procedures is designed to reduce erroneous enlistments commandwide and to allow for optimal time management for the GC.

#### **G-2. Reception of applicants**

Applicants who arrive at MEPS will be greeted by the GC (early shift) and be responsible to:

a. Check in applicants via MIRS and provide them with the appropriate paperwork and documentation required to continue processing through MEPS (i.e., physical, special testing, etc.).

b. Provide the operations NCO with an accurate floor count by category (GSA, PS, OTH). This will be accomplished by ensuring the data on the USMEPCOM Form 727-E is correct.

c. Verify if any new USAREC messages or directives have been published on the GC Web site and notify the SGC and GC shop as needed.

d. Verify the PL in GC Sales as soon as possible after the MEPS controls desk closes for further acceptance of applicants. If the action and arrival fields are not correct, update as follows:

(1) Enter a "Y" in the arrival field to indicate the applicant has arrived. If the applicant is a late arrival enter an "N" and then later update to a "Y" once the applicant arrives.

(2) If the applicant is a confirmed no-show by cutoff time, enter an "N" in the arrival and action field. An entry of "N" in both fields will remove the applicant from all PLs at the GC shop and Rctg Bn and higher levels once the "Change Successful" message appears on the screen (the applicant's record will be retained in GC Sales).

(3) If the applicant is a holdover, enter an "H" in the action field.

(4) As applicant dispositions are known throughout the processing day (i.e., enlisted, failed test, permanent medical rejection (PMR), temporary medical rejection (TMR), etc.), the GC Sales Projection List Results Code field will be updated as actions and results of the applicant occurs. The dispositions entered in GC Sales are transmitted to DA and other levels of the command to monitor floor activity.

NOTE: The GC Sales user manual can be found on the GC Web site with complete how to instructions. Should problems be encountered with GC Sales, call the Service Oversight Center at 1-(800)-223-3735, extension 61700 immediately.

#### **G-3. DAT requirements**

a. In accordance with AR 601-210 each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of initial

MEPS physical examination (PE) or initial processing for the RA or USAR. Any applicant who refuses to submit to these tests will not be allowed to continue processing for enlistment into the DEP, RA, or USAR (no exception or waiver authorized).

b. MEPS will conduct the required testing and notify the recruiting services of the test results in accordance with USMEPCOM Reg 40-8.

#### **G-4. General procedures for enlistment into the DEP and DTP**

After the applicant has passed all required MEPS processing (i.e., physical and testing requirements), the SGC will designate a GC to enlist the applicant. The enlisting GC will:

a. Screen the applicant's enlistment packet prior to the actual GC personal interview in order to get a snapshot picture of the applicant's dominant buying motive(s) (DBM) and enlistment qualifications.

b. Greet the applicant and establish rapport.

c. Review with the applicant their packet, specifically the DD Form 1966 series, SF 86 (Questionnaire for National Security Positions) with USAREC Form 1104 (Enlistment Eligibility Questionnaire) (see fig G-1), and supporting documents to ensure there are no errors or missing data. Update as needed.

d. Review the DD Form 2807-2 (Medical Prescreen of Medical History Report) and DD Form 2808 (Report of Medical Examination). Specifically question the applicant on tattoos and the use of drugs or alcohol. If discrepancies exist and/or the applicant did not have a DAT, the applicant must return to the MEPS medical section in order to correct the discrepancies prior to enlistment. Special emphasis will be placed on DAT and HIV results for PS and DOS applicants.

e. Have the applicant complete USAREC Form 1156 (Statement for Enlistment or Appointment - Concealment of Information) (see fig G-2) informing them that concealment of any disqualifications may result in early discharge from the Army. Explain that such waiver of disqualification may be obtainable prior to enlistment if waivable. The GC will ask the following questions:

- (1) Have you ever been arrested?
- (2) Have you ever been detained?
- (3) Have you ever been issued a summons, citation, or ticket by any law enforcement official?
- (4) Have you ever been on probation?
- (5) Have you ever appeared in court as the accused?
- (6) Do you have any unpaid traffic tickets to include parking tickets?
- (7) Do you have any fines that have not been paid for any offense?
- (8) Do you or have you ever had any offense expunged, set aside, or sealed by the court? Has anyone told you not to reveal this fact?
- (9) Do you or have you ever in your lifetime been cited, arrested, or charged for any crime as a juvenile?

(10) Is there anything that you would like to discuss with me pertaining to your past criminal, juvenile, motor vehicle, or civil record?

(11) Have you ever been issued a restraining order or been detained for domestic violence or abuse?

(12) Did you accurately reveal your entire medical history during your PE?

(13) Do you have any children, pay child support or alimony, have you been divorced or separated, or are you in the process of divorce?

(14) If married, is your spouse in the military, active or reserves?

f. Confirm with the applicant his or her true DBM.

g. Not enlist any applicant into the DEP or DTP unless his or her enlistment packet has been placed into a "GO" status.

h. Make a final determination of the applicant's qualifications based on enlistment eligibility criteria in accordance with AR 601-210 (education, dependents, moral, PS, etc.).

i. Build the applicant record in GC Sales (Menu #2) in order to submit the record to REQUEST.

#### **G-5. Reservation processing**

a. The reservation function is the core of REQUEST. To successfully complete a reservation for an applicant whose record has been entered into REQUEST, the following must be available: A BT seat, training seat, available option, weekly limit, basic airborne training seat (if airborne training is desired or required), and a first assignment. For USAR, a valid training seat matching a unit vacancy advertised on REQUEST.

b. REQUEST will be used to secure a reservation for all applicants who have selected an MOS, program(s), and/or option(s) and will comply with appendix E pertaining to REQUEST abuses.

c. A reservation made for an applicant prior to the applicant's arrival at the MEPS for enlistment that day is prohibited (i.e., reserving a training seat for an applicant that is not physically at the MEPS for enlistment that day).

d. Every applicant must possess a valid REQUEST reservation prior to enlistment in the DEP or DTP.

e. Reservations will only be made for individuals who possess a valid SSN verified by documentation in accordance with AR 601-210.

f. The GC will attempt to sell the applicant and MOS, program(s), and/or option(s) matching those with the needs of the Army and the DBM of the applicant. Special emphasis will be placed on those critically short MOSs reflected on DEP control messages, e-mail traffic, and/or directives from higher headquarters.

(1) Initially utilize the SEARCH mode in REQUEST to identify a list of available MOSs to sell the applicant.

(2) In some cases, the LOOKUP mode may be used for an applicant who is a hard sell or desires an MOS that is identified as critically short.

g. Prior to securing a reservation on REQUEST, the GC will ensure the applicant qualifies for the MOS and/or option(s) selected by reviewing AR 601-210, DA Pam 611-21, and the REQUEST QUALS file. If the applicant qualifies, the GC will access GC Sales and show the proper video segment of the MOS desiring to select and have the applicant read AR 601-210, tables 9-2, 9-3, or 9-4, line 6. When the applicant agrees to the MOS, the GC will make the reservation.

(1) Proper entries indicating the applicant has been shown the MOS video will be annotated on the DA Form 3286-59 (Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program) for RA and USAREC Form 1122 (Statement of Understanding - Army Policy - USAREC Addendum to DA Form 3540 (Acknowledgment of Enlistment) (see fig G-3) for USAR. Proper entries will be annotated on the DA Form 3286-67 (Statement of Understanding (Army Policy)) for RA only acknowledging the applicant has read the "Information for applicants" portion of AR 601-210.

(2) If for any reason the video segment cannot be shown, the GC will have the applicant read the appropriate paragraphs in DA Pam 611-21 pertaining to his or her selected enlistment MOS.

(3) In either case, the applicant's signature will be obtained prior to enlistment.

h. Information displayed on the REQUEST reservation printout must be accurate and in agreement with the appropriate enlistment documents required by AR 601-210.

i. Reservations for USAR applicants will not be made and held over to the next working day under any circumstances.

j. RA reservations may be made and held over until the next working day for applicants pending completion of enlistment processing through USMEPCOM only.

(1) Applicants that have not completed enlistment processing by the following day must have their REQUEST reservation canceled.

(2) A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the RSM.

(3) In no case will a reservation be held over past the end of the RSM (i.e., reservation made on last Monday of the RSM and contracted Tuesday of the new RSM).

## **G-6. GC procedures after making the REQUEST reservation**

a. The enlisting GC will congratulate the applicant and prepare him or her for the Oath of Enlistment.

b. Prior to forwarding the applicant to the MEPS control desk for further processing, the GC will:

(1) Ensure the applicant understands his or her enlistment MOS, term of service, BT location, incentives received, and first duty assignment (for those applicants enlisting under Program 9B - US Army Station/Unit/Command/Area Enlistment Program).

(2) Go to GC Sales Option 3 (MEPS/REQUEST Data).

(a) For RA applicants, code block 17 of the DD Form 1966/1 in accordance with AR 601-210, table 5-1.

(b) For USAR, code blocks 18 and 19 of the DD Form 1966/1 in accordance with AR 601-210, table 5-1.

(c) Print the automated DD Form 1966/1 and place it in the enlistment packet. Printing the DD Form 1966/1 causes the applicant's data to be sent electronically to MEPS.

(3) Complete blocks 32 and 33 of the DD Form 1966/3 in accordance with AR 601-210, table 5-1. Have the applicant read and initial the appropriate entries where applicable.

(4) Complete the USAREC Form 1150 when required. If the required statement is not listed on the USAREC Form 1150, enter the statement in the Remarks section of the DD Form 1966 series. Refer to current USAREC messages for further guidance on additional required statements.

NOTE: Enlisting GCs will be responsible for ensuring unique processing procedures taken to enlist the applicant are annotated in the Remarks section of the DD Form 1966 series if not listed on the USAREC Form 1150.

(5) Complete with the applicant the appropriate enlistment forms (DA Form 3286 series (Statements for Enlistment), addendums, or other required forms as directed by higher headquarters).

(a) Special emphasis will be placed on the DA Form 3286-59 or USAREC Form 1122, ensuring the applicant initials the paragraph stating he or she either read or viewed his or her MOS job description.

(b) When completing the DA Form 3286-67, the enlisting GC must add the following statement to paragraph 4d and ensure that the applicant understands these requirements:

I understand I will be administered a physical fitness assessment test upon arriving at the reception battalion and I must complete the following requirements:

	<u>Situps</u>	<u>Pushups</u>	<u>1-Mile Run</u>
Male	17	13	8:30
Female	17	3	10:30

(c) Ensure all applicants who have surrendered custody of a dependent to another person complete DA Form 3286-69 (Statement of Understanding for Persons Having Dependents in the Custody of Another).

(6) Brief all applicants concerning the requirement of Sure Pay (SF 1199A (Direct Deposit Sign-Up Form)) prior to shipping for AD or initial active duty for training (IADT) and provide them with a copy of SF 1199A.

c. Review with the applicant one final time his or her enlistment qualifications (moral, dependency, etc.) and remind applicant of the USAREC Form 1156, which he or she completed earlier. This will prepare the applicant for the preenlistment interview (PEI) accomplished

by MEPS personnel prior to taking the Oath of Enlistment.

d. Reproduce all source documents, which will be included in the enlistment packet and ensure all copies of source documents are dated, certified as true copies of original, and consist of the verifying GC's original signature. The use of a photocopy, stamped, or any other facsimile of a signature is not authorized.

e. Inform the applicant that original birth certificates, marriage licenses, and divorce decrees, if applicable, are required for enrolling dependents into the Dependent Eligibility Enrollment Reporting System at the USARECBN.

f. The GC effecting the enlistment or transfer will enter his or her initials in the DEP/DTP In column which is provided adjacent to the forms that were executed, completed, and/or verified on the front of the USAREC Form 794; then sign the bottom DEP/DTP-In GC block provided. Assemble the packet in accordance with MEPS policy and forward it to the SGC.

g. The SGC will conduct a final review to ensure its completeness and accuracy prior to referring the applicant to MEPS for the PEI, ENTNAC, and swear-in ceremony.

(1) Provide MEPS a copy of the automated DD Form 1966/1 along with the rest of the enlistment packet or portions thereof in accordance with local MEPS policy for completion of the DD Form 4 series.

(2) If no additional information is revealed, finalize the enlistment packet (i.e., reproducing required forms, etc.).

h. Upon return of the completed DD Form 4 series, the SGC will review with the applicant the appropriate entries to ensure all data is correct based on the REQUEST reservation and source documents.

(1) The applicant and SGC will initial any erasures or corrections made except those erasures or corrections made in these areas:

- (a) Date of enlistment.
- (b) Term of service.
- (c) Approval and acceptance.
- (d) Confirmation of enlistment.

NOTE: Any erasures or corrections made in these areas are not permitted and require a new DD Form 4 series.

(2) Have the applicant read while the SGC explains the appropriate portions on the DD Form 4 series through section D.

(a) Have the applicant read and initial items 8c and 13a.

(b) Have the applicant respond appropriately to section D prior to placing his or her signature in item 13b.

(c) GC will complete, sign, and date item 14.

## **G-7. Procedures for handling a QNE**

a. During the GC interview, if the GC cannot sell the applicant on an available MOS, the applicant will be referred to a different GC, that is, if time and the situation permits. If all attempts fail to sell the applicant, then the applicant will be referred to the SGC.

b. If the SGC cannot sell the applicant, prior

to ceasing applicant processing, the SGC will contact the recruiter, the RS commander, and finally the Rctg Co 1SG to assist in preventing a QNE.

c. The following are not to be considered a QNE towards a GC's QNE rate:

- (1) PMR.
- (2) TMR.
- (3) Law - Requires additional law enforcement checks.
- (4) Moral - Morally disqualified.
- (5) Admin - Administratively disqualified (i.e., dependency, missing documents).
- (6) Option - No enlistment option available for the applicant.
- (7) Window - DEP, DTP, or DS constraints prohibit enlistment through no fault of the applicant and no exception can be granted with any alternative option available.
- (8) INSCOM - Option requires United States Army Intelligence and Security Command interview.
- (9) Elopel - Applicant departed MEPS without permission.
- (10) Tests - Requires additional testing in order to enlist.
- (11) EIS-PS - Applicant cannot enlist due to pending approval from PERSCOM EIS.

#### **G-8. GC actions after Oath of Enlistment**

Once the applicant swears in and returns to the SGC with a signed DD Form 4 series, the SGC will:

a. Confirm the enlistment by reviewing the pink copies of the DD Form 4 series, verifying the applicant took the Oath of Enlistment. Once the enlistment is validated, the SGC will enter the "Pending DEP Swear In" for RA or "Pending ENL Confirm" tab for USAR and confirm the enlistment. If the wrong applicant is accidentally confirmed:

(1) Go to the "DEP Unconfirmed" tab for RA applicants and right click on the incorrect name and then left click on "DEP Unconfirmed" to return it to the "Pending DEP Swear-In" tab. This corrects the error for RA.

(2) Go to the "ENL Unconfirmed" tab for USAR applicants to return the file to the "Pending ENL Confirm" tab. This corrects the error for USAR.

NOTE: The SGC will then update GC Sales Option 1 (Processing List) by placing the cursor over the "Results Codes" field and pressing the Shift + F1 keys which will provide the GC with a list of codes.

b. Confirm the enlistment in REQUEST under DEP SWEAR IN.

c. Complete red-carpet treatment through congratulations, taking the new soldier's picture for the RS DEP and DTP display board; issuing the DEP and DTP Welcome Kit, DEP or DTP T-shirt, and DEP and DTP ID card; and arranging for transportation home through the appropriate RS.

#### **G-9. Composition of the residual packet**

a. Residual packets will be constructed by the enlisting GC and consist of the following copies unless specified as original:

- (1) Front of USAREC Form 794.
- (2) REQUEST reservation.
- (3) Current MIRS USMEPCOM 714ADP.
- (4) DD Form 2807-1 (Report of Medical History) and DD Form 2808.
- (5) DD Form 1966 series with USAREC Form 1150.
- (6) SF 86 with all validation reports.
- (7) USAREC Form 1104.
- (8) Original DD Forms 369 (Police Record Check), court dockets, and USAREC Forms 1037 (Probation Officer and/or Court Records Report). (Copies of these forms will remain in the MEPS packet.)
- (9) Applicable DA Form 3286 series.
- (10) USAREC Form 978, USAREC OP 4 (Regular Army Enlistment (DA Form 4187)), and DD Form 368 (Request for Conditional Release From Reserve or Guard Component) for PS and DOS applicants.
- (11) All other required addenda and other forms directed by higher headquarters.
- (12) All supporting source documents.
- (13) DD Form 4 series.

b. GCs will ensure enough copies are made for the enlistment packet during the construction of the residual packet.

c. Residual packets will be forwarded to the Rctg Bn operations section for review with the end-of-day reports. The signature of the operations NCO completing the check will be entered in the space provided on the front copy of the USAREC Form 794.

d. USAR IRR transfers (not PST) will have the original residual packet forwarded to the Rctg Bn USAR operations NCO in accordance with USAREC Reg 140-3. On all other enlistments or transfers that require training, the Rctg Bn residual will be forwarded to the Rctg Bn USAR operations section after the packet is returned from MEPS packet breakdown.

#### **G-10. Disposition of enlistment packets following DEP or DTP**

a. Following completion of the residual packet and organization of the enlistment packet in accordance with the inside pocket flaps of the USAREC Form 794, the packet along with the residual (except USAR) will be forwarded to the SGC for final review. Once the packet has been determined to be accurate and complete, it will be placed into one of the two pending files:

(1) DAT, HIV, tech check, and Electronic Personnel Security Questionnaire (EPSQ) pending file.

(2) Ship pending file.

b. Documents received after DEP or DTP (i.e., high school diploma (HSD), driver's license, dependent verification, etc.) will be dated, certified as a "true copy of the original," then signed (original) by the verifying GC and placed into the packet. The back of the USAREC Form 794 will be annotated with the document that was posted and the date.

#### **G-11. Managing DAT and HIV results**

a. After enlistment, all packets will be placed into the DAT, HIV, tech check, and EPSQ pending file prior to being moved to the ship pending

file.

b. The SGC will be responsible to establish a rotating 10-day suspense within this file to ensure DAT and HIV results are posted.

c. The SGC will appoint a GC to query the USMEPCOM PCN ZHM002 report daily via MIRS and review packets to ensure that all applicants have DAT and HIV results.

(1) If at 10 working days, DAT or HIV results have not returned, the appointed GC will contact the MEPS medical section to determine if there is a problem with the sample or if the applicant needs to return to MEPS to complete a new DAT.

(2) No packet will be placed into the ship pending file prior to having the medical jacket reflecting negative DAT and HIV results and tech check and EPSQ results in the enlistment packet.

(3) The appointed GC will request the medical jacket from the MEPS files room if DAT and HIV results have returned, but the medical jacket is not in the enlistment packet.

(4) A copy of the daily USMEPCOM PCN ZHM002 queries will be maintained at MEPS until results are posted for each enlistment packet.

NOTE: Management of the tech check and EPSQ requirements can be found in appendix J.

#### **G-12. Additional forms required for applicant processing**

a. USAREC Form 1104 (see fig G-1). This form is to be used for all applicants. It asks questions concerning law violations not covered by SF 86.

b. USAREC Form 1122 (see fig G-3). This form is to be used for all USAR applicants to indicate their understanding of additional statements as required.

c. USAREC Form 1127 (Supplement to DA Form 3286-67 - Statement for Enlistment (or Appointment) - Army Policy) (see fig G-4). This form is to be used for all applicants (excluding IRR transfers) to acknowledge their understanding of the Army policy concerning sexual harassment and extremist organizations.

d. USAREC Form 1150 (see fig F-3). RA and USAR applicants (as applicable) will use this form for required statements to the DD Form 1966 series.

e. USAREC Form 1153 (Addendum to Statement for Enlistment - DA Form 3286-64 (United States Army Station/Command/Unit/Area Enlistment Program) (see fig G-5). This form is to be used for RA applicants who enlist for Program 9B with air assault training.

f. USAREC Form 1156 (see fig G-2). This form is to be used by all applicants to acknowledge their understanding of Army policy concerning concealed information.

g. USAREC Form 1196 (Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Delayed Entry Program and Delayed Training Program Members) (see fig G-6). This form is to be used by all applicants to acknowledge their understanding of Army policy concerning prohibited activities.

<b>ENLISTMENT ELIGIBILITY QUESTIONNAIRE</b> (For use of this form see USAREC Reg 601-96)				
<b>APPLICANT NAME (LAST, FIRST, MI):</b> Parker, Jerry L.			<b>APPLICANT SSN:</b> 123-45-6789	
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b> Title 10, United States Code, Sections 504, 508, and 12102.  <b>PRINCIPAL PURPOSE:</b> To determine eligibility of a prospective enlistee in the United States Army.		<b>ROUTINE USES:</b> Information collected on this form will be used to determine eligibility for enlistment into the United States Army. It may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation, or order, to any component of the Department of Justice for the purpose of representing DOD.  <b>DISCLOSURE:</b> Voluntary; however, failure to answer the question may result in refusal of enlistment into the United States Army.		
The data are for <i>OFFICIAL USE ONLY</i> and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this form may be punishable by fine or imprisonment or both. All information provided by you which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial, or administrative proceedings, etc.				
All <b>YES</b> answers must be explained completely in the remarks section. If the answers include no additional information than what is listed on the SF 86 (Questionnaire for National Security Positions), write " See SF 86 Item # ____" in the space for "NAME AND LOCATION OF LAW ENFORCEMENT AGENCY."			YES	NO
1.	Have you <b>ever</b> been arrested, charged, cited, held, or detained in any way by any law enforcement agency (to include Juvenile Authorities, Police Officers, Sheriff, Department of Natural Resources, Fish and Game Wardens, military police, etc..) regardless of disposition (whether the case resulted in no charges filed, fine, probation, dismissal, or other disposition)? <b>(This includes traffic tickets.)</b>		X	
<b>DATE OF OFFENSE</b>	<b>NAME OF OFFENSE</b>	<b>NAME AND LOCATION OF LAW ENFORCEMENT AGENCY</b>	<b>NAME AND LOCATION OF COURT</b>	<b>DISPOSITION OF CASE</b>
990419	Skateboard violation	Mobile PD/Mobile, AL	Mobile Municipal/ Mobile, AL	\$35.00 Fine Paid
000421	Curfew violation	Mobile PD/Mobile, AL	Mobile Municipal/ Mobile, AL	\$65.00 Fine Paid/6 mos probation
2.	Have you been told by anyone (judge, lawyer, any Army personnel, family, friends, etc..) that you do not have to list a charge because the charge(s) were dropped, dismissed, not filed, expunged, stricken from the record or were juvenile related?			X
3.	Have you been subject to any type of proceedings under the Uniform Code of Military Justice? (This includes courts martial, Nonjudicial Punishment, Captain's Mast, and Article 15's.)			X
4.	Have you ever been charged with any crime that has not been listed in any of the above questions or asked on the SF 86 (Questionnaire for National Security Positions)?			X
<b>REMARKS</b> Use the space below to explain all yes answers that have not been explained in detail on the SF 86 (Questionnaire for National Security Positions).				
<b>TYPED NAME OF APPLICANT</b> <i>(LAST, FIRST, MI)</i>		<b>APPLICANT SIGNATURE</b>		<b>DATE</b> <i>(YYMMDD)</i>
Parker, Jerry L.		/signed/		011205
<b>TYPED NAME AND RANK OF RECRUITER</b> <i>(LAST, FIRST, MI)</i>		<b>RECRUITER SIGNATURE</b>		<b>DATE</b> <i>(YYMMDD)</i>
Hanna, Thomas B.		/signed/		011205

Figure G-1. Sample of a completed USAREC Form 1104

**STATEMENT FOR ENLISTMENT OR APPOINTMENT - CONCEALMENT OF INFORMATION**

(For use of this form see USAREC Reg 601-96)

**WARNING!**  
**READ THIS STATEMENT VERY CAREFULLY**

1. I hereby acknowledge and understand that:

a. The United States Army has accepted my application for enlistment or appointment based upon the information I have provided in my written application for enlistment or appointment. **I have signed my application and as such have certified that all the information I have provided is true and correct.**

b. I can be prosecuted and/or administratively discharged as a result of concealment of any information which I have been questioned about.

c. My recruiter, members of the Recruiting Command, and any other personnel who may have provided me with guidance concerning enlistment or appointment are prohibited from assisting me in the concealment of information.

d. It is prohibited to have anyone assist me in taking the Armed Services Vocational Aptitude Battery (ASVAB) to include giving me any answers to the test questions. It is prohibited to have anyone take the ASVAB for me.

e. I am aware that I must reveal all medical conditions. I must reveal all criminal offenses, cases, and arrests to include juvenile and those charges that have been expunged, dismissed, set aside, or not prosecuted. I must reveal all responsibilities I have with respect to children or spouse. I must reveal all prior military service. I must report any misconduct on anyone's part that is involved with my recruiting process.

f. If anyone has told me to conceal, omit from my application, or falsify any information I must report that immediately. I may contact the recruiting battalion executive officer at ( 502 ) 352-2530 to report any violations of improper conduct of any Army personnel.

g. Any additional information that I disclose now will only be used to determine my eligibility and will not be given to the police, family members, or educational institutions.

h. I certify that I have read and fully understand the contents of this form and that no one has told me to conceal any information. I further state that all of the documents such as my birth certificate, high school or college transcripts, diplomas, social security card, or other documents in my enlistment or appointment packet are mine and were not falsified.

2. I certify that I have not concealed or misrepresented any information nor has anyone told me to do so.

3. I have been asked the enlistment eligibility questions by the Army guidance counselor and have revealed all information required of me.

**AUTHENTICATION**

<b>TYPED NAME OF APPLICANT</b> (LAST, FIRST, MIDDLE INITIAL)	<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b> (YYMMDD)
Hanna, Thomas B.	/signed/	011205

**USAREC Form 1156, Rev 1 Oct 98 (Previous editions are obsolete)****Figure G-2. Sample of a completed USAREC Form 1156**



**Statement of Understanding-Army Policy**  
**USAREC Addendum to DA Form 3540 (Acknowledgment of Enlistment)**  
(For use of this form see USAREC Reg 601-96)

1. ☐ TBH ACKNOWLEDGMENT: I have been advised and understand, my Army Reserve enlistment makes me ineligible for the following Regular Army incentive programs should I later apply for a Regular Army enlistment.
- a. Enlistment Cash Bonus - Regular Army.
- b. Loan Repayment Program - Regular Army.
- c. Army College Fund - Regular Army.
2. ☐ TBH Montgomery GI Bill (MGIB): I understand the amount of the MGIB I am entitled to is \$ 9,792.00. The current amount of monthly benefits are: \$ 272.00 per month for 36 months as a full-time student; \$ 204.00 per month for 48 months as a 3/4-time student; and \$ 131.00 per month for 72 months as a 1/2-time student. I also understand the MGIB is authorized for graduate studies.
3. ☐ NA I am enlisting under the Alternate Training Program, AR 601-210, chapter 5, paragraph 5-67b and have been advised and fully understand that school attendance or employment will not be a sufficient reason for failure to ship on my scheduled active duty date. I understand that the current length for the military occupational specialty I am to be trained in is approximately \_\_\_\_\_ weeks. My scheduled return date from basic training is \_\_\_\_\_.
4. ☐ TBH I have read/viewed and understand the military occupational specialty (MOS) description for 54B Chemical Operations Specialist.
5. ☐ TBH I certify that I successfully completed or am currently enrolled in high school General Math (subject(s)) and understand that I must provide verification by certified school transcripts before initial active duty for training; or accept training in an alternate military occupational specialty (MOS), if offered, and remain on active duty for such additional period as required to complete training.
6. ☐ TBH I have 0 dependents under the age of 18. I understand that the responsibility that I have for the care of my children will not be a sufficient reason of itself for not satisfactorily participating in the Ready Reserve during my period of enlistment. I further understand that it is my responsibility to make arrangements for the care of my children during periods of military service when I am required to perform duty in an area where dependents are not authorized.
7. ☐ NA I concur with this assignment even though the distance from my home to the Army Reserve Center is greater than the normal commuting distance of 50 miles or 90 minutes travel time. I understand extra meals and lodging will not be provided on training assemblies. I further understand that it is my responsibility to attend all scheduled meetings with my assigned unit. Transportation to and from meetings is my responsibility and will not be a reason for not attending meetings. *GC will follow procedures outlined in AR 601-210, paragraph 6-8c.*
8. Report back to MEPS on 16 Jan 02 at 0530
- Reception Battalion Fort Leonard Wood, MO date 17 Jan 02
- Basic Training Station Fort Leonard Wood, MO date 21 Jan 02
- AIT Station OSUT date \_\_\_\_\_
- I have read and understand the statements initialed above. This addendum is part of my enlistment contract. Only promises made to me in writing as part of my enlistment contract (DD Form 4), Acknowledge of Enlistment (DA Form 3540), or addenda will be honored. I have not been promised anything not written on one of these documents that were signed on 011205 and are annexed to my contract.

**AUTHENTICATION**

SIGNATURE OF GUIDANCE COUNSELOR:	TYPED NAME, GRADE, AND SSN:	DATE:
/signed/	Brown, Michael A., E-7, 123-45-6789	011205
SIGNATURE OF APPLICANT:	TYPED NAME AND SSN:	DATE:
/signed/	Hanna, Thomas B., 987-65-4321	011205

USAREC Form 1122, Rev 1 Nov 96 (Previous editions will be used)

Figure G-3. Sample of a completed USAREC Form 1122

UPDATE • USAREC Reg 601-96

**Supplement to DA Form 3286-67**  
**Statement for Enlistment (or Appointment)**  
**Army Policy**  
(For use of this form see USAREC Reg 601-96)

**DATA REQUIRED BY THE PRIVACY ACT STATEMENT OF 1974**

**Authority:** Title 10, United States Code, section 3013, Executive Order 9397.

**Principal Purpose:** Basic form used to acknowledge enlistee's understanding of the Army's policy regarding Sexual Harassment and Participation in Extremist Organizations or Activities.

**Routine Uses:** This form becomes a part of the Enlisted and Commissioned Personnel's Military File. All uses of the form are internal to the United States Army.

**Disclosure:** Disclosure of the Social Security Number and other personal information is voluntary. However, failure to provide the required information may result in denial of enlistment or reenlistment.

**Section I - Sexual Harassment**

1. The U.S. Army will not condone any person who violates the rights of; or discriminates against; any person because of their gender. Further, I understand that:

a. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

(1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;

(2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Any soldier or civilian employee:

(1) In a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another soldier or civilian employee is engaging in sexual harassment.

(2) Who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

c. Sexual harassment is not limited to the workplace, can occur at almost any place, and violates acceptable standards of integrity and impartiality required of all Army personnel. It interferes with mission accomplishment and unit cohesion. Such behavior by soldiers or Army civilians will not be tolerated.

2. I fully acknowledge that I have the duty and responsibility to report immediately any violation of the above stated policy. In addition, I acknowledge that I am aware of the Army policy stated above and any violation could be grounds for adverse action or criminal charges under the Uniform Code of Military Justice. If a violation of the above policy occurs while I am a member of the Delayed Entry/Training Program, I may contact the U.S. Army Montgomery Recruiting Battalion Executive Officer or Commander at ( 334 ) 271 - 0655 .

3. The U.S. Army has zero tolerance for conduct or behavior that violates the policy stated above.

4. The Army policy stated above may be found in Army Regulation 600-20, Army Command Policy.

**Section II - Participation in Extremist Organizations or Activities**

1. I have been advised that participation in extremist organizations or activities is inconsistent with the responsibilities of military service. It is the policy of the U.S. Army to provide equal opportunity and treatment for all soldiers without regard to race, color, religion, sex, or national origin. Enforcement of the Army's equal opportunity policy is a responsibility of command, is vitally important to unit cohesion and morale, and is essential to the Army's ability to accomplish its mission. It is the commander's responsibility to maintain good order and discipline in the unit. Every commander has the inherent authority to take appropriate actions to accomplish this goal. This paragraph identifies prohibited actions by soldiers involving extremist organizations or activities, discusses the authority of the commander to establish other prohibitions, and establishes that violation of the prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the Uniform Code of Military Justice (UCMJ).

USAREC Form 1127, Rev 1 Jul 97 (Previous editions are obsolete)

Figure G-4. Sample of a completed USAREC Form 1127

a. Participation. Military personnel must reject participation in extremist organizations and activities. Extremist organizations and activities are ones that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, sex, religion, or national origin; advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States or any State; or advocate or seek to overthrow the Government of the United States, or any State by unlawful means.

b. Prohibitions. Soldiers are prohibited from the following actions in support of extremist organizations or activities. Penalties for violation of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (UCMJ) and administrative.

(1) Participating in a public demonstration or rally.

(2) Attending a meeting or activity with knowledge that the meeting or activity involves an extremist cause when on duty, when in uniform, when in a foreign country (whether on- or off-duty or in uniform), when it constitutes a breach of law and order, when violence is likely to result, or when in violation of off-limits sanctions or a commander's order;

(3) Fund-raising;

(4) Recruiting or training members (including encouraging other soldiers to join);

(5) Creating, organizing, or taking a visible leadership role in such an organization or activity; or

(6) Distributing literature on or off a military installation the primary purpose and content of which concerns advocacy or support or extremist causes, organizations, or activities and it appears that the literature presents a clear danger to the loyalty, discipline, or morale of military personnel, or if the distribution would materially interfere with the accomplishment of a military mission.

2. I acknowledge that I have read and fully understand the Army's policy regarding a soldier's participation in extremist organizations or activities. If I request, a complete copy of AR 600-20, paragraph 4-12, will be provided to me.

### Section III - Uniform and Appearance

1. I acknowledge that I have been informed of the U.S. Army uniform and appearance policy. I understand that:

a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) contains personal appearance policies which I will be required to comply with.

b. I have been informed that provisions of AR 670-1 as it applies to personal appearance include specific policy with regard to body markings.

c. The current policy is as follows:

(1) TATTOOING in areas of the body (i.e., face, legs, hands, fingers, etc.,) that would cause the tattoo to be exposed in a Class A Uniform would detract from a soldierly appearance.

(2) Soldiers are expected to maintain good daily hygiene and wear their uniform so as not to detract from an overall military appearance.

d. Any person who is not in compliance with AR 670-1 as it applies to tattoos will not be accepted for enlistment in the U.S. Army.

e. Any person with a tattoo on the head, neck, scalp, or face will not be accepted. Furthermore, regardless of a tattoo's location, any tattoo deemed offensive, racist, profane, and/or linked to a criminal activity or extremist group may be denied enlistment.

2. I have been advised that while a member of the U.S. Army, to include the Delayed Entry Program, I may not violate the above policy. I will refrain from obtaining any body markings or I may be denied entry for violation of the above expressed policy.

3. I hereby state that I have revealed the existence of all tattoos during my medical examination. I have further revealed to my recruiter, or guidance counselor that I have markings (tattoos).

4. I HAVE TATTOOS JDJ  
Initials

I DO NOT HAVE ANY TATTOOS \_\_\_\_\_  
Initials

### AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT: Johnson, James D., 123-45-6789	SIGNATURE OF APPLICANT: /signed/	DATE: 011204
TYPED NAME, GRADE, AND SSN OF COUNSELOR: Hanna, Thomas B., SFC, 987-65-4321	SIGNATURE OF GUIDANCE COUNSELOR: /signed/	DATE: 011204

Figure G-4. Sample of a completed USAREC Form 1127 (Continued)

**Addendum to Statement for Enlistment**  
**DA Form 3286-64 (United States Army Station/Command/Unit/Area Enlistment Program)**  
(For use of this form see USAREC Reg 601-96)

**DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974**

**Authority:** Executive Order 9397

**Principal Purpose:** Basic form used to record guarantees and contractual obligations to an enlistee's annexes and enlistment contract.

**Routine Uses:** This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.

**Disclosure:** Disclosure of the Social Security Number and other personal information is voluntary. However, failure to provide the required information may result *in denial of enlistment*.

**1. ACKNOWLEDGMENT:** The enlistment I have selected has additional requirements associated with the MOS and/or unit I am being assigned to. I hereby acknowledge that I have read and understand the applicable statements below.

**2. Program 9B (U.S. Army Station/Unit/Command/Area Enlistment Program) with Air Assault Training.**

a. I understand that I have been guaranteed training in Military Occupational Specialty (MOS) or Career Management Field (CMF) 91W Health Care Specialist.

(Enter Mos or CMF)

b. I further understand that I have been given a guaranteed assignment to a unit, station, command, or area for not less than 1 year from the date I report to that unit, station, command, or area. However, after 1 year, I may be reassigned in accordance with the needs of the Army.

c. My guaranteed assignment is AACA.

(Enter assignment from REQUEST)

d. In addition to my MOS training and guaranteed assignment to a station, unit, command, or area, I am required to complete Air Assault training within 1 year of entry onto active duty. I understand that I am volunteering to perform frequent aircraft flights, rappelling, and participate in realistic combat training while receiving Air Assault training or performing Air Assault duties. I further understand that if I fail to complete Air Assault training within 1 year of entry onto active duty, maintain Air Assault qualifications, or fail to attain or maintain required standards on the advanced physical fitness test, I will be reassigned and trained in accordance with the needs of the Army.

e. I understand that I must satisfactorily complete **ALL** required training in order for my first assignment guarantee to remain valid.

**3. UNDERSTANDING:** I have read and understand the statements above and understand that these statements are intended to constitute **ALL** promises and guarantees whatsoever concerning this aspect of my enlistment. No other promise or representation (verbal or otherwise) not annexed to my enlistment contract is valid or will be honored. I hereby state that I have **NOT** been promised anything other than what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state that I have provided to my recruiter and guidance counselor all information concerning my qualifications and that no official of the U.S. Army or any other agency has advised me to conceal, nor have I concealed information in connection with my enlistment.

**AUTHENTICATION**

<b>TYPED NAME AND SSN OF APPLICANT</b> ( <i>Last, First, MI</i> ):  Parker, Jerry L., 123-45-6789	<b>SIGNATURE OF APPLICANT:</b>  /signed/	<b>DATE:</b>  011204
<b>TYPED NAME, GRADE, AND SSN OF GUIDANCE COUNSELOR:</b>  Hanna, Thomas B., E-7, 987-65-4321	<b>SIGNATURE OF COUNSELOR:</b>  /signed/	<b>DATE:</b>  011204

**USAREC Form 1153, 1 Sep 97**

Figure G-5. Sample of a completed USAREC Form 1153

**Statement of Understanding**  
**Prohibited Activities Between Recruiting Personnel and**  
**Delayed Entry Program and Delayed Training Program Members**

(For use of this form see USAREC Reg 601- 95)

1. I understand that the U.S. Army strictly prohibits any social activity of a personal, unofficial nature between U.S. Army Recruiting Command personnel and members of the Delayed Entry Program (DEP) and Delayed Training Program (DTP). Prohibited activities include:

- a. Any type of romantic or sexual conduct.
- b. Sharing of lodging.
- c. Sharing of a personal vehicle.
- d. Drinking of alcoholic beverages.
- e. Personal employment, such as babysitting and maintenance work.
- f. Exchange of money; to include loaning, giving, receiving, or borrowing.
- g. Exchange of personal property; to include selling, purchasing, leasing, giving, receiving, loaning, and borrowing.

2. I understand that DEP and DTP functions are official in nature and are not considered personal, social activity; however, the above rules still apply to those functions.

3. I understand that if I become aware of any recruiting personnel violating any of these rules, I will report it immediately to the Battalion Executive Officer whose name and telephone number are:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

4. I understand that between recruiting personnel and DEP and DTP members there will be no sex, no dating, no sleepovers, no sharing of property, no drinking of alcohol, no financial deals, no improper touching, no profane language, no verbal sexual suggestions, and no sexual harassment.

**AUTHENTICATION**

SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	011204
SIGNATURE OF STATION COMMANDER	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	011204
SIGNATURE OF COMPANY LEADERSHIP TEAM	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	011204

**Figure G-6. Sample of a completed USAREC Form 1196**

## **Appendix H**

### **Prior Service and Days of Service Processing Procedures (Regular Army)**

#### **H-1. Purpose**

This appendix specifically applies to the processing of PS and DOS applicants in addition to the ones identified in appendix G.

#### **H-2. General**

a. PS and DOS applicants must meet the enlistment eligibility requirements of AR 601-210 and any applicable guidance provided via USAREC messages or other directives from higher headquarters.

b. PS and DOS applicants without valid test scores, to include AFQT, must be ASVAB tested. DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) is not valid for this purpose, as it does not reflect AFQT.

c. Prior to enlistment into the DS, applicants must have:

- (1) DAT and HIV results or be retested.
- (2) Verification of ENTNAC results in accordance with appendix J.
- (3) Prior approval from PERSCOM EIS if enlistment is pay grade E-5 and above or PMOS is within CMF 18, 96, 97, or 98.

#### **H-3. Procedures**

a. The enlisting GC will be responsible to determine an applicant's enlistment MOS by referring to the appropriate frozen list via REQUEST.

(1) PS and DOS applicants whose PMOS is not listed on the prior service no-train (PSN) or nonprior service no-train (NPSN) frozen list must reenter in their PMOS. The GC will enlist these applicants under primary Option 18 (US Army First Assignment – No Training Enlistment Option) under Program 9B.

(2) PS and DOS applicants whose PMOS is listed on the PSN or NPSN frozen list are authorized to retrain in a priority MOS as directed by DA via USAREC messages. These applicants will be processed through normal REQUEST reservation procedures (Program 9A or 9B).

(3) A copy of the appropriate frozen list will be printed, dated, signed by the GC, and then placed in the enlistment packet.

b. The enlisting GC must call PERSCOM EIS for those PS and DOS applicants in grades E-5 and above or have a PMOS within CMF 18, 96, 97, or 98. When calling PERSCOM EIS be prepared to furnish the following information:

- (1) Name.
- (2) Grade.
- (3) SSN.
- (4) MOS.
- (5) Three preferred assignments.
- (6) Reenlistment data (if applicable).
- (7) Expiration term of service.
- (8) Sex.
- (9) Marital status.
- (10) Number of dependents.
- (11) Date eligible for return from overseas.
- (12) Citizenship.

(13) Proof of Noncommissioned Officer Education System completion for applicants in grades E-5 or above via appropriate Noncommissioned Officer Education System certificate or DD Form 214 (Certificate of Release or Discharge From Active Duty).

c. If PERSCOM EIS states there are no vacancies, the GC will check the PSN or NPSN frozen list via REQUEST (whichever applies). The applicant will not automatically retrain. The GC will follow the procedures discussed in a and b above.

d. If PERSCOM EIS states there are vacancies, they will utilize the information provided in b above. Within 72 hours, PERSCOM EIS will notify the Rctg Bn operations section or SGC of what assignments are available. Once the assignment is made, the applicant may continue to process at MEPS.

e. PS applicants other than the Army or PS applicants whose PMOSs have been deleted, must have their PMOS determined by calling PERSCOM EIS to determine if the PMOS converts to another valid MOS in the Army's inventory.

(1) If the MOS converts, processing will be in accordance with a and b above.

(2) If the MOS does not convert, the applicant will retrain in a priority MOS as directed by DA via USAREC messages. These applicants will be processed through normal REQUEST reservation procedures (Program 9A or 9B).

f. All conversations with PERSCOM EIS will be documented in the Remarks section of the DD Form 1966 series. Entries will include the name of the person contacted at PERSCOM EIS, directives given, date of telephonic conversation, and the GC's signature.

#### **H-4. Procedures unique to RA PS and DOS applicants enlisting into the DS**

a. No applicants with prior military service enlisting into the RA will be enlisted into the DEP, to include those who have previously enlisted into any Reserve Component (RC). These applicants will be placed into the RA DS. This applies to PS and DOS applicants who have an MSO or not.

b. Current procedures for enlistment of these applicants will be in accordance with AR 601-210 and this regulation, appendix G, with the exception of the following:

(1) Do not execute the DD Form 4 series at the time of REQUEST reservation. The DD Form 4 series will be executed at time of RA enlistment (ship date).

(2) The GC will not complete the following items or forms when processing an applicant into the RA DS:

- (a) DD Form 1966/1, item 17.
- (b) DD Form 1966/3, items 32 and 33.
- (c) DA Form 3286-59.

c. PS statements will be completed on USAREC Form 1150.

d. In lieu of the DA Form 3286-59 for DEP enlistment, applicants will be placed in the RA DS by executing a request for enlistment into

the RA on USAREC OP 4 (see fig H-1) and USAREC Form 978 (see fig H-2) as follows:

(1) Current members serving in a unit of the RC (ARNG, USAR any component) will require a DD Form 368 and USAREC OP 4 approved by the appropriate authority for RA enlistment prior to MEPS processing.

(2) Complete DA Form 3286-67 and USAREC Form 1127.

e. The Army GC must ensure the applicant meets all qualifications for RA enlistment prior to completing USAREC OP 4 and USAREC Form 978 (i.e., 6-month exception, 1-10 exception, etc.).

f. Procedures for obtaining the DD Form 368 remain in effect and upon completion of processing, a copy of the USAREC OP 4 and USAREC Form 978 will be hand-carried to the unit by the enlistee.

g. The DD Form 4 series will be executed on the date of RA enlistment (ship date) and be provided to the Reserve unit along with the DD Form 368 to facilitate appropriate discharge of the enlistee. The enlisting GC will mail these documents to the member's Reserve unit on the same date of enlistment into the RA.

h. Members of a TPU will not be processed unless the appropriate authority has approved a conditional release (DD Form 368).

i. Members of a TPU will not be processed unless they have completed IADT, been awarded an MOS, and been with the unit for at least 6 months from completion of IADT. Exceptions to this policy will be entertained through the Rctg Bde to HQ USAREC (RCRO-PP).

(1) Applicants who are in an RC and have not completed IADT require an exception to AR 601-210, paragraph 1-10. HQ USAREC (RCRO-PP) will consider requests for a 1-10 exception.

(2) If a 1-10 exception is approved, the USAR GC will cancel the Reserve's reservation and provide a copy of the canceled REQUEST reservation to the RA GC along with the applicant's USAR enlistment packet.

(3) The USAREC OP 4 along with the completed DD Form 368 is sufficient authority to cancel the USAR training seat. A second USAREC OP 4 required by USAREC Reg 601-95 is not required for soldiers processing with a 1-10 exception.

j. Enlistment pay grade will be determined in accordance with AR 601-210 and AR 600-20, as well as any other guidance provided from higher headquarters.

k. PS and DOS applicants will be informed that their request constitutes a written agreement with which they are required to comply.

l. The USAREC OP 4 for applicants serving in a TPU, either ARNG or USAR, will be signed by the unit commander or their designated representative provided a copy of written authorization for the individual to sign on behalf of the commander is on file at the Rctg Bn or attached to the DD Form 368. The unit commander retains full responsibility for the member. When the applicant enlists into the DS and later becomes either an unsatisfactory participant, is pro-

cessed for unsatisfactory performance, or the soldier is flagged, the unit commander can withdraw approval of the USAREC OP 4. If this occurs, the member will become a contract loss and would require the necessary waiver in accordance with AR 601-210, paragraph 4-9, prior to enlisting in the DS again.

m. Instructions for completion of USAREC OP 4 are as follows:

(1) USAREC OP 4 will be from the unit commander to the Rctg Bn concerned.

(2) Section I - Personnel Identification: Self-explanatory.

(3) Section II - Duty Status Change: Leave blank.

(4) Section III - Request for Personnel Action: Applicant will sign and date the appropriate block.

(5) Section V - Certification/Approval/Disapproval:

(a) For applicants in a Reserve unit, the unit commander will annotate the appropriate box and sign.

(b) For applicants assigned to the IRR, the GC will be authorized to annotate the appropriate box and sign for the unit commander.

n. Distribution of USAREC OP 4 and USAREC Form 978 will be as follows:

(1) Individual: One copy.

(2) Unit: One copy to be mailed to the unit by the GC.

(3) Enlistment packet: One copy.

(4) Residual packet: One copy

o. PS and DOS soldiers are automatically verified in REQUEST when the GC pulls a reservation. Upon completion of all forms (including all signatures) placing the soldier in DS, both the enlistment packet and the soldier will be referred to the SGC. The SGC will review the enlistment packet for qualifications, completeness, and accuracy. If the SGC determines the soldier is unqualified and will not join DS that day, the SGC will go to the "DEP Unconfirmed" tab and right click on the applicant's name, then left click on "DEP Unconfirmed" to return to the "Pending DEP Swear-In" tab. The SGC will then go to the "Pending DEP Swear-In" tab and right click on the applicant's name and left click on "Cancel" reservation.

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

**1. THRU (Include ZIP Code)**

Commander  
 302 MP Co.  
 1211 Main St.  
 Fort Worth, TX 76102

**2. TO (Include ZIP Code)**

Commander  
 Dallas Rctg Bn  
 2330 W. Loop  
 Irving, TX 76595-4111

**3. FROM (Include ZIP Code)**

U.S. Army Rctg Ft. Worth  
 ATTN: SFC Mush  
 106 W. 10th St.  
 Fort Worth, TX 76102

**SECTION I - PERSONAL IDENTIFICATION****4. NAME (Last, First, MI)**

Brown, Julie A.

**5. GRADE OR RANK/PMOS/AOC**

E-4/75B10

**6. SOCIAL SECURITY NUMBER**

246-82-4683

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Regular Army Enlistment

**9. SIGNATURE OF SOLDIER (When required)**

/signed/

**10. DATE (YYYYMMDD)**

20010203

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

- I request enlistment into the Regular Army.
- I understand that I must comply with the statement of understanding (USAREC Form 978) which will be completed during my processing for entry into the Delayed MSO Status at the MEPS.
- I further understand that I must continue to satisfactorily perform all required training with my unit up to 7 days prior to reporting for Regular Army enlistment.
- I will inform my unit commander of the completed action if this request is approved and provide my unit a copy of the Statement of Understanding (USAREC Form 978) upon completion.

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☒ IS APPROVED ☐ IS DISAPPROVED

**12. COMMANDER/AUTHORIZED REPRESENTATIVE**

Schiller, Robert A. CPT, MP

**13. SIGNATURE**

/signed/

**14. DATE (YYYYMMDD)**

20010204

DA FORM 4187, JAN 2000 PREVIOUS EDITIONS ARE OBSOLETE USAREC OP 4, Rev 1 Apr 2000 (Previous editions are obsolete)

v2.00

Figure H-1. Sample of a completed USAREC OP 4



**STATEMENT OF UNDERSTANDING**  
**REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS**  
**WITH PRIOR SERVICE OR AN EXISTING MILITARY SERVICE OBLIGATION**  
(For use of this form see USAREC Reg 601-96)

NAME: Robinson, Lorie A.

SSN: 123-45-6789

1. I hereby acknowledge my application for enlistment into the Regular Army has been accepted under the following terms and conditions.

a. I must remain fully qualified for enlistment into the Regular Army which is scheduled for 15 Sep 02.

b. I understand that I have reserved the following enlistment option(s).

*(Enter Option, MOS, and Title)* 9-18, U.S. Army First Assignment (No Training) Enl Option MOS19D Cavalry Scout

2. Having completed this form, I understand that my reporting date for active duty is 15 Sep 02. I will report to Tampa MEPS not later than 0600 hours. My enlistment into the Regular Army will be 3 years 00 weeks and my entry grade as determined in accordance with AR 601-210 will be E-2. (Subject to verification of enlistment date.)

3. Failure to report on date specified above will result in cancellation of my Regular Army enlistment reservation without notification. Willful failure to report may result in denial for enlistment for up to 2 years. If the option, MOS, or assignment provided above is canceled, changed, or becomes unavailable before I enlist into the Regular Army, I will be given the opportunity to select another option.

*(Applies only to members of USAR, ARNG, or a unit of another Reserve Component.)*

4. My current military service obligation is not changed by this agreement. If I am currently participating or assigned to a unit of the USAR, ARNG, or a unit of another Reserve Component, I understand that this agreement does NOT relieve me of any requirement to satisfactorily participate, attend drill, annual training, or other duties in association with my Reserve commitment up to 7 days prior to my scheduled reporting date as reflected in paragraph 1a above.

5. I further acknowledge my responsibility to notify my unit of the date I am scheduled to enter active duty with the Regular Army.

a. I am further required to clear and complete all outprocessing required by my unit.

b. I understand that, on my active duty date, I must have in my possession, my initial military clothing issue and a copy of my clothing record or proof from my unit that the clothing was turned in.

c. Failure to enter the Regular Army will mean that I will still be required to satisfactorily participate and drill with my Reserve Component unit in accordance with my enlistment contract for that component.

NOTE: Upon entry into the Regular Army your unit will be provided a copy of your enlistment contract.

/signed/

Signature of Applicant

08 Aug 02

Date

6. Guidance counselor:

I have reviewed this applicant's records and found (based upon the information provided) him/her qualified for enlistment into the Regular Army. I have made a reservation for the option(s) indicated and for the Regular Army enlistment date indicated. ALL MEPS PROCESSING HAS BEEN COMPLETED EXCEPT EXECUTION OF A DD FORM 4.

/signed/

Signature of Guidance Counselor

08 Aug 02

Date

## **Appendix I**

### **Report of Additional Information**

#### **I-1. General**

USMEPCOM Form 601-23-E (Report of Additional Information) is used:

- a. By the MEPS PEI to notify the GC that an applicant has disclosed additional information that may or may not be disqualifying and to record allegations of RI.
- b. By the GC to notify the MEPS PEI that the additional information has been considered and to give instructions for further processing of the applicant.
- c. By the MEPS physician to notify the GC that additional disclosed medical information has or has not affected medical qualifications for enlistment.

#### **I-2. Procedures**

a. The following procedures will be followed when a USMEPCOM Form 601-23-E is received.

(1) See USAREC Reg 601-45 for additional processing requirements when an applicant alleges RI.

(2) SGCs will establish file procedures to flag packets with unresolved or unfavorably resolved USMEPCOM Forms 601-23-E.

(3) When additionally disclosed information has no medical implications:

(a) The packet accompanies the applicant to the appropriate GC.

(b) The GC considers the additional information, then completes and signs the bottom portion of the form. The form and packet (and also the applicant, if processing is to resume) are to be returned to the MEPS interviewer.

(c) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.

(4) When additional disclosed information has medical implications, after MEPS processing, the medical coding activity will forward USMEPCOM Form 601-23-E, packet, and applicant to the appropriate GC.

(a) The GC will consider the additional information and will complete and sign the bottom portion of the form. The form and packet (and also the applicant, if processing is to resume) will be returned to the MEPS interviewer.

(b) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.

(5) When additionally disclosed information has medical implications and the MEPS interviewer determines the MEPS physician is not available to interview the applicant:

(a) The MEPS interviewer will complete USMEPCOM Form 601-23-E in original and one copy and annotate the form: "MUST SEE MEPS PHYSICIAN BEFORE FURTHER PROCESSING." The original USMEPCOM Form 601-23-E will be included in the applicant's enlistment packet.

(b) The packet accompanies the applicant to the appropriate GC.

(c) The GC must check the "temporarily disqualified" block and sign USMEPCOM Form 601-23-E. The GC will make arrangements for the applicant's return for further processing. REQUEST reservation, if any, must be canceled. NOTE: In no case will the reservation be held into the next RSM.

(d) The MEPS interviewer will ensure that the GC has returned the form and packet, and advised the MEPS interviewer of further arrangements for the applicant.

(e) The medical coding activity will forward USMEPCOM Form 601-23-E, enlistment packet, and applicant to the appropriate GC.

(6) When the MEPS physician has reviewed the USMEPCOM Form 601-23-E and seen the applicant (as may be required) the GC will act on USMEPCOM Form 601-23-E. If the applicant's situation has changed, the GC will check the appropriate block, enter his or her initials by the block, and enter the current date. The GC will line out the "temporarily disqualified" block. (If the applicant's situation remains "temporarily disqualified," the GC initials and dates that block.) The GC will then forward the applicant, the form and packet to the MEPS interviewer. The GC will not forward the applicant if "permanently disqualified," "temporarily disqualified," or "applicant does not desire to enlist" blocks have been checked.

(7) The MEPS interviewer will ensure that any additionally disclosed information has been included on the appropriate enlistment documents. The MEPS interviewer will then place the original USMEPCOM Form 601-23-E in the enlistment packet.

NOTE: In the absence of the MEPS physician, the MEPS commander has the authority to act on his or her behalf for some medical issues (i.e., drug use).

(8) If processing is to continue, the MEPS interviewer will send the applicant to the MEPS control desk along with the enlistment packet.

(9) If processing is not to continue, the MEPS interviewer will send the packet to the control desk for review.

(10) The MEPS interviewer will periodically review the medical suspense file to determine whether followup inquiries with GCs are necessary.

b. Subsequent processing. Should an applicant for whom USMEPCOM Form 601-23-E was processed to an unfavorable conclusion, return to process for the RA or USAR, the following procedures apply:

(1) The MEPS control desk will identify on USMEPCOM Form 727-E, any applicants who have an unfavorably completed USMEPCOM Form 601-23-E in the packet prior to the start of processing. The form will be cleared before processing resumes. If the applicant must first be referred to the MEPS physician, the procedures below must be used; otherwise the applicant will be referred to the GC.

(2) If the applicant's status changes to quali-

fied, the GC must clear USMEPCOM Form 601-23-E by lining out the disqualification block, checking the appropriate status block, date, and initial the change. The "N" status must also be cleared on MIRS for processing to continue.

(3) The applicant and packet will return to the control desk where USMEPCOM Form 601-23-E is reviewed and enlistment documents are checked to ensure all information has been properly entered. The control desk will then refer the applicant to the medical section (if necessary) and PEI.

c. A copy of the USMEPCOM Form 601-23-E will be retained in the Rctg Bn residual packet.

## **Appendix J**

### **Entrance National Agency Check Procedures (Technical Check and National Agency Check and Local Check)**

#### **J-1. Purpose**

To establish policy and procedures for proper ENTNAC submissions (tech check and National Agency Check and Local Check (NACLC)) and required actions by GCs.

#### **J-2. General**

a. Rctg Bde commanders will appoint, by duty memorandum, a Rctg Bde level EM for their respective Rctg Bdes. The Rctg Bde EM will serve as the primary point of contact for all matters pertaining to the ENTNAC Program for their subordinate Rctg Bns. EMs will be responsible for providing guidance, training, and conducting inspections to their subordinate Rctg Bns. Appointee will be an operations NCO assigned to the Rctg Bde operations section.

b. Rctg Bn and Rctg Bde S3s (RA or USAR) have the primary responsibilities for ENTNAC management. S3s are charged with ensuring strict compliance with this regulation. They will keep their commander informed regarding all ENTNAC-related issues.

c. Each Rctg Bn commander will appoint, by duty memorandum, a GC and operations NCO to perform as the EM. These individuals will be the primary points of contact for all matters pertaining to ENTNAC policies and procedures within their sections.

d. The SGC and senior operations NCO will appoint, by duty memorandum, an alternate EM within their section.

e. All original appointment memorandums will be provided and maintained by the Rctg Bn S3 and a copy will be filed in the operations section and GC shop. In addition, a copy will be provided to the Rctg Bde S3.

#### **J-3. Primary purpose for submissions**

Tech check and NACLC submissions are requests for information by the Army from the Office of Personnel Management (OPM). OPM is a Government agency that conducts background checks for all of Department of Defense and other Government proponents using two submission methods:

a. Tech check: Submitted by USMEPCOM personnel via the electronic live scan fingerprint card device and MIRS.

b. NACLC: Submitted for applicants who require security clearances of Confidential or Secret. GCs will submit requests to OPM using the SF 86, EPSQ, agency use fingerprint card hard copy in addition to the tech check.

#### **J-4. Tech check submissions**

a. Tech checks will be submitted by USMEPCOM personnel via the use of the electronic live scan fingerprint card device and MIRS. It will be used to determine every applicant's suitability for enlistment into the Army.

b. Every applicant that processes for enlistment will be required to have a tech check, regardless of MOS, option, PS, or prior security clearances granted. All recontracted DEP and DTP losses will be resubmitted for a tech check regardless of prior favorable results, reason for DEP loss, or how long they have been out of the DEP. All applicants who enlist for an MOS that only requires a tech check, will be in the DEP or DTP for a minimum of 7 days. Enlistees will not ship without favorable tech check results. If no favorable results, enlistees must be renegotiated. Prior to renegotiation the SGC will exhaust all means possible to ensure that tech check results do not exist through MIRS and USMEPCOM personnel. Exception to ship without results will not be considered. The approval authority to renegotiate applicants pending results will be the Rctg Bn commander.

c. The following documents will be used to verify favorable tech check results:

(1) USMEPCOM PCN ZHM001 showing favorable results.

(2) USMEPCOM PCN 714ADP showing favorable results.

(3) Electronic fingerprint search response information sheet.

(4) Returned RAP sheet; charges listed on RAP sheet match those listed on SF 86 and USAREC Form 1104.

(5) Returned RAP sheet; charges listed on RAP sheet do not match those listed on SF 86 and USAREC Form 1104, but retention in the DEP has been approved by the Rctg Bde commander.

d. Pen and ink changes are authorized to be made by the GC on the SF 86 for applicants who require a tech check only.

#### **J-5. NACLC submissions**

a. All applicants that enlist for an MOS or option that requires a Secret or Confidential clearance will be submitted for both a tech check and an NACLC, and will be in the DEP or DTP for a minimum of 21 days. Enlistees requiring an NACLC submission will not be shipped without favorable tech check results.

b. All NACLC submissions will require a copy of the Investigation Scheduling Notice from OPM. If the scheduled notice has not been received within 21 days, the Rctg Bn point of contact will call the OPM liaison at (724) 794-5228 in reference to the investigation packet. If the packet has not been received by OPM, the Rctg Bn must resubmit the NACLC. Once the NACLC has been resubmitted an ETP will be submitted through the appropriate Rctg Bde to HQ USAREC (RCRO-PP) requesting to ship without an OPM Scheduling Notice. The Rctg Bn operations section must provide results of the telephonic check and both copies (original and resubmission) of the Agency Use Information with the USAREC Form 1155.

c. If the OPM liaison verifies the investigation packet has been received, the Rctg Bn operations will document on the DD Form 1966 series in the Remarks section and ship without

an exception. The Rctg Bn operations will maintain USAREC Form 1055 (No ENTNAC Results Returned Log). One form will be used for both components (RA and USAR). This form will be maintained in a three-ring binder labeled "Shipped Without OPM Scheduling Notice." Column two will be for the control number issued by HQ USAREC (RCRO-PP).

d. The EM will submit a copy of the SF 86, the Agency Use Form, and the fingerprint card to U.S. Office of Personnel Management, Federal Investigations Processing Center, P.O. Box 700, 1137 Branchton Road, Boyer, PA 16018-0700, on the same day of enlistment.

e. Applicants with felony offenses and non-US citizens are not authorized to enlist in MOSs requiring security clearances.

f. The following is a list of current MOSs and enlistment options that require either a Secret or Confidential clearance: 09S, 09W, 13C, 13D, 13E, 13M, 13P, 13X, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 18B, 18D, 18E, 24T, 27E, 27M, 27T, 31C, 31F, 31L, 31P, 31R, 31S, 31U, 35B, 35C, 35D, 35E, 35F, 35J, 35M, 35N, 35R, 35Y, 37F, 38A, 39B, 45G, 45K, 46Q, 46R, 52E, 68N, 68S, 74B, 75F, 81T, 93C, 93P, 95B\*, 95C\*, 96H, 96R, 96U, 97E, 97L, and any REQUEST Option 4 or 20 with an assignment to a ranger or Special Forces unit.

g. The following MOSs require a TOP SECRET (TS) clearance: 33W, 55D, 74C, 96B, 96D, 97B, 98C, 98G, 98H, 98J, 98K, and 98X. NOTE 1: The enlisting GC is required to verify all MOSs for proper security clearance using the REQUEST QUALS file and DA Pam 611-21. Discrepancies between these two references will be addressed to HQ USAREC (RCRO-PP) for clarification.

NOTE 2: An asterisk "\*" indicates Personnel Reliability Program (PRP) required from the PERSCOM interviewer. The submission of the NACLC is the responsibility of the GC.

h. The SGC is responsible for ensuring all SF 86 and EPSQ hard copies are properly submitted to OPM.

i. Pen and ink changes are not authorized to be made by the GC on the SF 86 for applicants who require an NACLC.

j. USAREC Form 1227 (Security Clearance Questionnaire) (see fig J-1) will be used for all applicants who enlist into an MOS that requires a security clearance. The GC will initiate it before the reservation is made. Applicants are required to answer all questions; all "yes" answers will be explained in detail. All "yes" responses will require a review by the security interviewer (SI). The SI will make the final determination on eligibility of all applicants requiring a security clearance. The original USAREC Form 1227 will be attached to the original SF 86. Copies of the completed USAREC Form 1227 will be made and attached to all other copies of the SF 86.

k. USAREC Form 1228 (Request for Security Clearance Cover Sheet) (see fig J-2) will be used for all applicants who have completed USAREC Form 1227. It will be completed by the

GC and attached to the original and each copy of the SF 86. The ETP control number will come from HQ USAREC (RCRO-PP).

#### **J-6. Handling of enlistment packets after enlistment**

For RA or USAR:

a. Once the SGC has performed end-of-day QC checks on all enlistment packets, the EM will request a USMEPCOM PCN ZHM003 report from either the MEPS control desk or use the MIRS terminal to verify all tech check submissions have been accomplished. A copy of the USMEPCOM PCN ZHM003 will be attached to the original SF 86 in each individual's enlistment packet and a copy will be attached to the USMEPCOM Form 727-E and filed as an end-of-day report. The enlistment packet will be placed in the DAT, HIV, tech check, receipt pending file in alphabetical order.

b. All NACLK submissions must have the following documents enclosed: The Agency Use Information Form, Release of Information, FBI Form FD 258 (Applicant Fingerprint Card) (hard copy of the electronic version), and SF 86.

c. The MEPS EM will query MIRS daily for confirmation numbers. MIRS USMEPCOM PCN ZHM001 will be printed and attached to the original SF 86 in the enlistment packet. This MIRS USMEPCOM PCN ZHM001 must reflect the confirmation number and the confirmation number must be annotated on the back of the USAREC Form 794.

d. All packets will be maintained in the DAT, HIV, tech check filing system after enlistment. Upon receipt of DAT, HIV, and favorable results of the tech check, the packet will then be moved to the ship pending file.

e. All EPSQ disks and SF 86 hard copies, regardless of submission type (tech check or NACLK) will be secured in the enlistment packet (USAREC Form 794). On ship date, the disk with data in the .ZDB format, certify user form, and SF 86 (EPSQ) receipt for SF 86 (EPSQ) submissions will be forwarded to the USARECBN.

f. The Rctg Bn point of contact will maintain the Agency Use Information Form in a folder until the Scheduling Notice from OPM is received. Each applicant will have a separate notice. Once the Scheduling Notice is received, a copy will be forwarded to the EM at MEPS to place in the ship packet. If the soldier has shipped for training, forward to appropriate training base to the USAREC liaison. Additionally a copy will be married up with the respective Agency Use Information Form and placed in the residual packet.

g. Packets may be removed from these files to post documents, renegotiate the enlistment, perform DEP or DTP separation procedures, perform the "Before Ship" packet check, or to submit the enlistment packet for packet breakdown (for USAR enlistments).

NOTE: MEPS EM check with your MEPS operations section regarding packet breakdown and ensure MEPS understands that the Army must have the items listed in e above attached to the USARECBN residual.

#### **J-7. Procedures for applicants with a match**

When a match is received, the following will be accomplished:

a. The EM will complete the tech check ENTNAC portion of the USAREC Form 794 (back).

b. The EM will move the packet to the match drawer until a RAP sheet is received.

c. When the RAP sheet is received, the following will be accomplished by the EM.

(1) Review for discrepancies between the enlistment packet and the RAP sheet to determine what caused the match.

(2) The EM will complete the back of the USAREC Form 794.

(3) If all the information on the RAP sheet was revealed, the EM will annotate on USAREC Form 794 the enlistment packet as Favorable Results, the RAP sheet will be placed in the packet, and the packet moved to the ship pending file.

(4) If there are discrepancies between the enlistment packet and the RAP sheet, the MEPS EM will notify the CLT via e-mail of the match and request municipal, county, and state police checks in accordance with AR 601-210 and from the agencies identified on the RAP sheet. The EM will log the applicant's data onto USAREC Form 1054 (Match Log) (see fig J-3). The MEPS EM will also notify the Rctg Bn S3 or EM that an interview is required. The Rctg Bn S3 must interview all applicants identified as a positive match with discrepancies, within 3 working days after the RAP sheets have been received.

(a) A memorandum will be prepared indicating the results of the interview and included in the Rctg Bn residual packet.

(b) Applicants with concealed law violations will have their eligibility to remain in the DEP determined by paragraph J-8.

(5) For USAR members:

(a) USAR members found to have concealed violations must have their enlistments validated in accordance with AR 135-178, chapter 9. These individuals will remain under the jurisdiction of the USAR unit commander. These individuals will not enter active duty for training (ADT) until documentation is received from the appropriate authority indicating that the case was resolved.

(b) Charges that would not have required a waiver to enlist require a memorandum for the unit commander to retain in the DTP.

(c) Charges which would have required a waiver to enlist require a memorandum from the appropriate discharge authority in order to be retained.

(d) The GC will only cancel a reservation after coordination is made with the TPU commander for retention. Telephonic notification is authorized and will be recorded on a memorandum for record (MFR). When it is determined a soldier will not be retained, the GC will cancel the reservation and forward the ship packet to the Rctg Bn operations section for disposition and forwarding to the TPU.

NOTE: For USAR applicants, TPU notification is required. We do not have the authority to

discharge them; this is up to the TPU commander.

#### **J-8. Concealed information**

Concealed information will be handled in accordance with AR 601-210.

#### **J-9. Posting of tech check and NACLK results to enlistment packets**

a. Results received prior to ship date will be placed in the enlistment packet.

(1) All tech checks will be annotated on the USAREC Form 794 by the EM. The following will be attached to the original SF 86:

(a) USMEPCOM PCN ZHM001 (favorable).

(b) USMEPCOM PCN ZHM001 (confirmation number).

(c) USMEPCOM PCN ZHM003 ("A" path).

(d) EPSQ disk in an envelope.

(e) Agency Use Information Form (NACLK only).

(f) Investigation Scheduling Notice (NACLK only).

(2) The EM will stamp the Remarks section of the DD Form 1966 series with black ink stating "Favorable ENTNAC Results" and will enter his or her SSN, name, rank, signature, and date of entry.

(3) The packet will be placed in the ship pending file.

b. All NACLK results received prior to ship date will be annotated on the USAREC Form 794 and placed in the packet.

c. For USAR: The GC will place a copy of the DD Form 1966 series, Remarks section, with an original favorable results stamp and original signature, along with a copy of the USMEPCOM PCN 714ADP (MIRS) for a tech check ENTNAC in the pocket of USAREC Form 794.

#### **J-10. Procedures for shipping applicants without favorable tech check results and/or RAP sheets**

Enlistees will not ship without favorable tech check results. Enlistees must be renegotiated. Prior to renegotiation the SGC will exhaust all means possible to ensure that tech check results do not exist through MIRS and USMEPCOM personnel. Enlistees that become matches while in the DEP will not be shipped without a RAP sheet.

#### **J-11. NACLK results on soldiers who have already shipped**

Results will be placed in the Rctg Bn residual file by the operations EM. The Rctg Bn operations will forward all Scheduling Notices received after an enlistee has shipped to the training base liaison by fax or e-mail.

#### **J-12. Reports, records, and files**

USAREC Form 1054 will be cutoff at the end of each FY, filed at MEPS behind the USMEPCOM Form 727-E for each year, and maintained for 36 months.

**SECURITY CLEARANCE QUESTIONNAIRE**

(For use of this form see USAREC Reg 601-96)

**PRIVACY ACT STATEMENT****AUTHORITY:** Collection of this information is authorized by 5 USC, section 552A.**PRINCIPAL PURPOSE:** Information collected will be used to assist in the prequalification process of obtaining a security clearance.**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, paragraph 3-2.**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the enlistment process.

1. NAME:

Hanna, Thomas B.

2. SSN:

789-56-1234

3. DATE:

020214

**INSTRUCTIONS:** Answer yes or no to each of the questions below. Yes answers must be fully explained; include the month and year the event occurred. You must cover who, what, when, where, and why the event happened.**SECTION I - FINANCES**4. Have you ever had anything repossessed or turned over to a collection agency? ☐ Yes ☒ No5. Are you currently behind on any bills? ☐ Yes ☒ No6. Do you have anything else financially that may be a problem for you in trying to obtain a clearance? ☐ Yes ☒ No**SECTION II - CRIMINAL HISTORY**7. Have you ever had any criminal conduct (moving or nonmoving violations, shoplifting, DUIs, theft, or any other violation or warning from the police)? Please list all violations (date and disposition is not required - should already be listed in enlistment packet). ☒ Yes ☐ No

a. Criminal mischief.

b. Contributing to the delinquency.

**SECTION III - DRUGS**8. Have you ever used any illegal drugs or substances (list the substance and when and why it was used)? ☐ Yes ☒ No**SECTION IV - CITIZENSHIP**9. Are you a U.S. citizen? ☒ Yes ☐ No10. Do you hold dual citizenship or allegiance to any other country other than the United States? ☐ Yes ☐ No**SECTION V - CERTIFICATION**

I certify that this information is provided freely, voluntarily, and of my own free will because of my desire to be granted a security clearance and/or access to sensitive information.

11. APPLICANT NAME:

Hanna, Thomas B.

12. APPLICANT SIGNATURE:

/signed/

13. GUIDANCE COUNSELOR NAME AND RANK:

Downs, Joe H., SFC

14. GUIDANCE COUNSELOR SIGNATURE:

/signed/

REQUEST FOR SECURITY CLEARANCE COVER SHEET  
(For use of this form see USAREC Reg 601-96)



NACLC REQUIRED

Name: Hanna, Thomas B.

SSN: 987-65-4321

MOS: 31F

Type of clearance required (*check one*): ☐ Confidential ☒ Secret

Date NACLC submitted: 020214

Date scheduling notice received: 020419

Telephonic check (*if applicable*):

Date of resubmission (*if applicable*):

Exception to policy control number:

(For use of this form see USAREC Reg 601-96)

USAREC Form 1054, Rev 1 May 2002	PREVIOUS EDITIONS ARE OBSOLETE	V2.00
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**UPDATE • USAREC Reg 601-96**

## **Appendix K**

### **Security Interview**

#### **K-1. Purpose**

This appendix establishes policies and details procedures for the processing of applicants for possible selection to sensitive positions and MOSs. It further establishes procedures to preclude the enlistment of disqualified applicants.

#### **K-2. Procedures**

a. Applicants possessing specialized technical aptitude test scores and who appear to be eligible for a security clearance (e.g., are US citizens, have no convictions involving moral turpitude, etc.) will be considered for MOSs and assignments requiring an SI.

b. Applicants to be considered include those enlisting for an MOS or enlistment option requiring a TS clearance, TS clearance with eligibility for access to sensitive compartmental information (SCI), Secret clearance, and PRP (listed in AR 50-5, app C and MOS 95B). Based on information gathered during the screening SI the PERSCOM SI has the authority to obtain from the Central Clearance Facility (CCF), the adjudication required to accept or reject applicants to these critical security MOSs or options. If applicant is found acceptable for MOS or option, PERSCOM SI will complete necessary security paperwork. PERSCOM SI will not perform GC functions or prepare enlistment paperwork.

c. Applicants for DEP-in who are at the MEPS when the SI is physically present will be referred to the SI for prescreening. Upon acceptance normal DEP-in procedures apply.

d. In the absence of the SI, the SGC will perform the prescreening procedures described herein, and through coordination with the supporting SI, ensure each DEP enlistee who requires security screening receives at least one face-to-face interview with the supporting SI prior to AD enlistment.

e. Applicants expressing an interest in enlisting for an MOS, option, or assignment which requires security processing (see para J-5) will be processed as follows:

(1) GC shops with access to an SI will refer the applicant to the SI.

(2) GC shops without an onsite SI will adhere to the following procedures:

(a) The SGC will have the applicant complete TAPC-EPMD Form 169-R (Security Screening Questionnaire) ensuring the applicant reads, understands, and signs the SCI and security clearance drug statement on the last page of the form. If the applicant is accepted, the forms will be maintained by the SGC and the SI notified of all information specified in (f) below. For rejected applicants, the forms will be mailed to the SI.

(b) Information revealed on TAPC-EPMD Form 169-R will be called in to the supporting SI for determination of acceptability.

(c) If the applicant is accepted for the security program, the GC will enlist the applicant into

the DEP, and have the applicant enter the following statement on DD Form 1966, page 3: "I understand my acceptance for the enlistment option(s) specified in my contract is contingent upon the results of a thorough security screening interview to be accomplished prior to my entry onto AD. If found unacceptable for this option, I will be allowed to choose another option for which I am qualified, or request separation from the DEP."

(d) All individuals enlisting for any MOS, option, or assignment that requires an SI will have a USAREC Form 1150 indicating that the applicant has passed the PRP screening on DEP-in and a statement written in the Remarks section of the DD Form 1966 series indicating that the applicant has passed the PRP screening on DEP-out. If a waiver was granted from HQDA for PRP, the GC must also list the type of waiver granted (i.e., waiver for marijuana usage approved by (Name), waiver for law violations (list offense) granted by (Name)).

(e) The SGC will ensure USAREC Form 1150 indicates that a PRP interview or an SI was conducted, the date conducted, and if a waiver was required or granted. It is a mandatory requirement that the USAREC LNCOs check the packets for these statements at the USARECBN.

(f) The applicant will be provided an SF 86, a set of instructions for completion, and an SI addressed envelope with instructions to complete the form and mail it to the SI at his or her home base MEPS not later than the date annotated.

(g) After DEP enlistment, the SGC will call the supporting SI providing applicant's name, address, home telephone number, SSN, enlistment option(s), sex, education, contract control number (CCN), enlistment date, BT site, ASVAB, special test results, and recruiter's name and telephone number.

(h) At DEP-in, the SGC will schedule an appointment for the applicant to meet the SI, based on the predetermined SI's trip schedule. The GC will notify the recruiter of the appointment date for travel arrangements. The SGC must ensure accomplishment of a face-to-face interview at the satellite MEPS prior to the scheduled AD date. At the interview, the SI will complete an updated TAPC-EPMD Form 169-R.

(i) DEP enlistees later found to be disqualified for the Personnel Security Screening Program will be notified of the disqualification by the SI. After notification, the GC will renegotiate the contract or the enlistee will be separated from the DEP. The SI will be notified of the action taken.

(j) If the SI is not available at DEP-out for a TS MOS, the GC will ensure a face-to-face interview has been accomplished prior to shipping. The GC will ensure that a security packet is present containing a copy of the updated SF 86 (prepared by the SI), the original and one copy of the TAPC-EPMD Form 169-R, DD Form 1879 (DOD Request for Personnel Security Investigation), and a reproduced copy of the DD Form 1966 series. The GC will also ensure that a telephonic interview is conducted in addition

to the above with the nearest SI. The enlistee will carry the packet to the USARECBN. This will not become part of the enlistment packet.

(3) If the SI is unavailable at DEP-out for MOSs that require a PRP screening, the GC will have the applicant fill out an additional TAPC-EPMD Form 189-R (Personnel Reliability Program Screening Questionnaire) and call the nearest SI for a telephonic interview. Following acceptance from the SI concerned, the GC will give the original copy to the applicant of the TAPC-EPMD Form 189-R to take to the USARECBN. One copy of the TAPC-EPMD Form 189-R will be mailed to the SI concerned.

(4) Applicants requiring both PRP and background investigation (BI) (e.g., MOS 55D, 55G) will be administered TAPC-EPMD Form 189-R first, to preclude wasted effort on an unqualified applicant.

(5) Supporting SI and SGC will develop mutually agreeable, fixed visitation schedules for the satellite MEPS. At least one visit per month is recommended.

(a) Supporting SI will provide each satellite MEPS a 60-day supply of required forms in appropriately identified packets for use by the GC.

(b) The SGC at each satellite MEPS will ensure availability of administrative requirements of the supporting SI (i.e., desk, telephone, office supplies, and space appropriate for conducting personal interviews).

#### **K-3. Additional procedures for USAR enlistment**

a. The PERSCOM SI will screen applicants for enlistment into the USAR that require a security clearance. The PERSCOM SI will initiate a request for BI or special background investigation (SBI) in the same manner as RA applicants with the following exceptions:

(1) Standard training option. Processing of applicants by the PERSCOM SI who will conduct an initial interview on the day applicant contracts into the USAR. An updated interview will be conducted on date of shipment to BT. The PERSCOM SI will report derogatory information developed during either interview to the CCF for adjudication. If CCF determines applicant is not eligible for clearance, he or she will be returned to the GC for disposition.

(2) Split training option. Processing of split training option personnel will be the same as for standard training option except a special review of the applicant's enlistment packet will be conducted by the PERSCOM SI to determine if applicant has been certified with the minimum clearance required for advanced individual training (AIT). This will be done the day the individual reports for a physical inspection and transportation for the second phase of training. If there is no proof of clearance in the applicant's 201 file, the PERSCOM SI will contact CCF for a terminal check. If CCF indicates no clearance has been initiated, individual is ineligible to ship and will be returned to the GC for disposition.

(3) PS enlistments. PERSCOM SI will conduct interview and CCF will adjudicate only. As



a reminder, this action will not change any previous instructions given. GCs will still take the following actions when processing soldiers requiring a security clearance:

(a) Ensure minimum of 60 days between date of enlistment and ADT ship date to permit TPU sufficient time to initiate BI or SBI. Exceptions will only be made after telephonic coordination has been made with TPU involved and confirmation is made that security clearance will be completed prior to ship date.

(b) Ensure soldiers reporting to MEPS for shipment to ADT has BI or SBI initiated and DD Form 1879 with supporting documents in the USARECBN packet. Soldiers failing to report with these documents will be returned to the TPU and will not be shipped to training.

b. GCs should schedule USAR soldiers requiring a security clearance to ship to IADT or ADT as early as feasible in the recruiting week. This will allow time to screen the soldier's packet and obtain documents as needed.

#### **K-4. MOSs and options requiring SBI, SCI, BI, and Secret and TS clearances**

a. GCs will query QUALS on REQUEST to determine if the MOS or option the applicant is enlisting for requires an SBI, SCI, BI, or Secret or TS clearance. All applicants requiring one of the above clearances will follow the procedures outlined in paragraphs K-2 and K-3.

b. Any enlistment for REQUEST Option 25 as found in AR 601-210, regardless of MOS requires an SI (RA only).

c. Any enlistment for REQUEST Option 9-9F, Military Intelligence, Signals Intelligence, Electronic Warfare, and Security Unit Enlistment (USAR only).

d. All units or positions requiring a TS with SCI access (USAR only).

e. All MOSs with first assignment code of LCUN.

f. MOSs requiring PRP screening (i.e., MOS 55D and 95B, and any other MOS from QUALS that is PRP designated).

## **Appendix L**

### **Change in Active Duty Date and Delayed Entry Program Renegotiation**

#### **L-1. Policy**

This appendix establishes policies and procedures for GCs to apply in the extension, pull-forward, and renegotiation of DEP contracts.

#### **L-2. General**

Provisions for DEP extensions, pull-forwards, and renegotiations exist as a management tool to allow flexibility in responding to temporary disqualification(s) for enlistment, disqualification(s) for options, requests for extension or discharge from DEP enlistees, no-shows, requests for early ship, and other reasons authorized by appropriate authority. Extensions, pull-forwards, and renegotiations involve substantive changes to the enlistment contract. To avoid invalidating the contract, such action must be handled with close attention to detail. Under no circumstances will an individual be extended in the DEP as to serve more than 365 days. Exceptions for this policy will be entertained through the Rctg Bde to HQ USAREC (RCRO-PP).

#### **L-3. Procedures**

a. Extensions (same RSW). DA Form 3286-59 serves as DEP orders. Therefore, DA Form 3286-59 must document all periods of DEP service. The following actions must be effected for an extension within the same RSW.

NOTE: Change of DEP-out date for Special Training Program members require exception through the Rctg Bde operations to HQ USAREC (RCRO-O-TOC). If the exception is disapproved, the individual will require renegotiation.

(1) GCs will alter the original DA Form 3286-59 (annex A), item 1d(4) to reflect the new AD date and also alter item 1c to reflect the number of days delay prior to AD. Both the GC and the individual concerned will initial these changes.

(2) In cases where the individual concerned is unable, for personal or hardship reasons, to come to the MEPS before his or her scheduled DEP-out date, the Rctg Bn S3 may authorize the recruiter to witness the individual's signature on USAREC Form 1034 (Delayed Entry Program Status Change/Request) or USAREC Form 1035 (Request to Change Enlistment Option) as appropriate. USAREC Form 1034 or USAREC Form 1035 must be presented to the MEPS as expeditiously as possible to be included in the individual's enlistment packet.

(3) Extensions requiring changes to enlistment programs and/or options will require the same actions as directed above except that the GC will prepare a new DA Form 3286-59.

(a) GCs will renegotiate the applicant, using the RENO Reservation screen to obtain a new reservation. GCs will select a new MOS or ship date, enter the proper Cancellation Code, and then complete the reservation.

(b) The original DA Form 3286-59 will be Z'd out, from top to bottom (front) and down to the CCN (rear). The GC will write "VOID" across

the Z on both sides of the form and date and initial under each "VOID" statement. The GC will also Z out the original reservation, date, and initial. The original DA Form 3286-59, original reservation, and copy of the cancellation will be retained as part of the enlistment packet and forwarded to the USARECBN with the USARECBN packet.

(c) Prepare a new DA Form 3286-59. It will be annotated as annex A.

b. Renegotiations of DEP contracts require completion of USAREC Form 1035 by the applicant and approval by the appropriate authority. (Renegotiations at the direction of HQ USAREC do not require a USAREC Form 1035. In these cases, a copy of the REQUEST or e-mail message requiring the renegotiation will accompany the cancellation report and the old annex A.) GCs will follow the instructions found in a(2) above.

c. Applicants renegotiating and wanting incentives must choose incentives that were offered at time of original DEP-in. This may require GCs to use an older incentive message.

d. Pull-forwards. A pull-forward is a DEP enlistee who for hardship reasons, requests an earlier AD date than originally scheduled.

(1) Enlistee will sign USAREC Form 1035. The appropriate authority must approve these requests.

(2) Follow procedures in a(2) above.

(3) An early ship, not at the specific request of the DEP enlistee is prohibited, unless at the direction of USAREC.

e. If an applicant who is in the RA DS (PS or DOS) must be renegotiated or extended, recruiting personnel will utilize USAREC Form 1034 or USAREC Form 1035 as appropriate, by lining through the portions which refer to the Army's DEP. Enter the words "Regular Army Delay Status" in the lined out areas.

f. The GC must prepare a new USAREC Form 978 entering the new REQUEST reservation data and make distribution as outlined in g below.

g. Distribution of USAREC OP 4 and USAREC Form 978 will be as follows:

(1) Individual - one copy.

(2) Unit - one copy.

(3) MEPS hard copy file - one copy.

(4) Residual packet - one copy.

## **Appendix M**

### **Regular Army and Delayed Entry Program Separation**

#### **M-1. Purpose**

This appendix outlines procedures for handling DEP separations and separation from the RA after the Oath of Enlistment.

#### **M-2. Procedures for separation from the RA after the Oath of Enlistment**

a. Separation from the RA as a result of the discovery of a disqualification subsequent to the Oath of Enlistment, but prior to shipment, will not be sent to a USARECBN, but will be separated locally. Although the GC's responsibilities in this regard are limited to notifying the MEPS of such disqualifications, the GC must be knowledgeable of the separation process.

b. An RA soldier found to be disqualified, after having received the final swear-in Oath of Enlistment for shipment to basic combat training (BCT), but prior to shipment to the USARECBN, will be reported to MEPS for orders revocation, assignment to the Rctg Bn, and subsequent voiding of the enlistment contract in accordance with AR 635-200. Such individuals have, in fact, accessed into the Army. Therefore, REQUEST reservations will not be canceled and the reservation will be verified in accordance with appendix O. All such actions will be reported by the Rctg Bn operations through the Rctg Bde to HQ USAREC (RCRO-ES) for investigation of possible RI.

#### **M-3. General**

DEP separations fall into three categories:

- a. A result of a request from a member of the DEP.
- b. Discovery of an erroneous or fraudulent enlistment.
- c. Medical disqualifications.

#### **M-4. Procedures**

a. Enlistees being processed for separation from the DEP will be as follows:

(1) Enlistee will sign USAREC Form 986 (Separation Request Form). If no-show, USAREC Form 986 will still be completed by the CLT without the enlistee's signature. USAREC Form 986 is not required for an enlistee who is medically disqualified by the MEPS physician. For medically disqualified individuals, the DD Form 2808 or DD Form 2807-1 must be annotated with the disqualification by the MEPS physician. Applicants with medical problems who cannot come to the MEPS must have a USAREC Form 986 accompanied by medical documentation from the applicant's private physician. This documentation will be sent to the MEPS physician for determination. If MEPS disqualifies the applicant, the loss may be taken as medical.

(2) The GC will cancel the REQUEST reservation the same day as the USAREC Form 986 is received by the GC shop.

(3) Z through the DA Form 3286-59 (com-

plete front and from top of page to CCN on the back). Write the word "VOID" on both sides of the form across the center of the Z.

(4) On the back of DA Form 3286-59, in the blank area, the following statement will be added: "Extended in DEP until date (YYMMDD) (up to maximum of 90 days from date of cancellation or 365 days in DEP, whichever comes first), pending DEP separation orders." The GC will sign and date at the end of statement. (See below for DAT separations.)

b. For applicants who enlisted into the RA DS (PS and DOS) and fail to enter the RA on scheduled AD date, the procedures are as follows:

(1) Separation orders will not be published for these members. USAREC Form 986 will be completed and REQUEST reservation will be canceled the same day the request is received by the GC shop.

(2) USAREC OP 4, section V, Certification/Approval/Disapproval, will be changed in red ink as follows:

(a) Line through "is approved."

(b) Place an "X" in block "is disapproved."

(c) GC will initial and enter date reservation was canceled next to "is disapproved" and forward the packet to the Rctg Bn operations for distribution.

(3) Distribution of USAREC OP 4, USAREC Form 978, REQUEST cancellation printout, and USAREC Form 986 for applicants in the RA DS will be as follows:

(a) Individual - One set.

(b) Unit - One set (applies to members of an RC serving in a unit; TPU, ARNG, USAR, and other service unit members).

(c) MEPS - One set.

(d) Rctg Bn - One set.

(4) For members of the IRR, Inactive National Guard, or other service (nonunit members), and those with no MSO, distribution will be as outlined in (3) above, less unit. Rctg Bn will retain originals for these members.

(5) For reasons of death, do not make any changes to USAREC OP 4. Explanation on USAREC Form 986 will be sufficient. In Remarks section enter "member deceased."

(6) For members whose HIV results are returned positive, USAREC Form 986 will reflect "medical" only in Remarks. USAREC OP 4 will be changed as stated in (2) and (3) above for distribution. Unit notification will be as outlined in AR 601-210, chapter 5, section XXII.

#### **M-5. Positive drug test separations**

For DEP, RA DS, or DTP loss members being processed for separation with confirmed positive drug results will be as follows:

a. GC will cancel the REQUEST reservation on the same date as notification is received from MEPS. As a courtesy, the SGC will notify the Rctg Bn commander, via Rctg Bn operations personnel, prior to cancellation of the reservation.

(1) Positive for THC (marijuana), use cancellation code PT.

(2) Positive for cocaine, use cancellation code

PC.

(3) Positive for both THC and cocaine, use cancellation code PC.

b. USAREC Form 986 is not required for the above cancellations and GCs will not extend these individuals in the DEP for the purpose of processing the DEP separation.

(1) For DEP members, line through the DA Form 3286-59, front and back, and annotate "disqualified" and the date.

(2) For RA DS (PS and DOS) members, line through USAREC OP 4 and USAREC Form 978, and annotate "disqualified," and date.

(a) Applicants who have PS and are pending RA enlistment are not in the DEP, they are in DS. Therefore, no discharge by the Rctg Bn is required; however, notification procedures are required and cancellation of reservation is mandatory.

(b) If the applicant is a current member of any service TPU or unit, and is in DS, a memorandum notifying the commander is required (see fig M-1).

(c) If the applicant is a non-TPU member in RA DS, a memorandum notifying the applicant of the disqualification is also required (see fig M-2).

(d) If the applicant is a USAR enlistee, a memorandum notifying the unit commander is required (see fig M-3).

c. DAT separation orders must be published within 10 days of cancellation.

#### **M-6. Special provisions concerning DEP separations (DEP only)**

When an individual enlists into the DEP, the DD Form 4 series is valid until discharge orders are published and signed by the Rctg Bn commander, at which time, the DD Form 4 series becomes void. The Rctg Bn is required to request the discharge orders within 14 days of the cancellation of the reservation. If the individual determines that he or she wishes to withdraw the separation request (USAREC Form 986), he or she may do so by completing USAREC Form 1034. This individual may then select another option for which qualified. This is essentially the same as a renegotiation, with several days between the cancellation and the new reservation.

a. The above situations are handled the same as a renegotiation as specified in appendix I.

b. These special provisions are applicable only if the cancellation and the new reservation occur within the same RSM.

c. The enlistment packet from the initial enlistment may be utilized.

#### **M-7. Requests for DEP loss forgiveness**

a. Requests for DEP loss forgiveness will be considered in the following cases:

(1) Death.

(2) HIV positive.

(3) Permanent medical disqualification that occurred after enlistment in the DEP. Applicant needs to have medical records documenting diagnosis and treatment for the specific condi-

tion. PMR waivers must be forwarded to the Command Surgeon and waiver disapproved prior to DEP loss forgiveness request. Cases where members of the DEP have a medical condition that is disqualifying and that condition was concealed during MEPS processing are not eligible for DEP loss forgiveness and should be classified as a fraudulent enlistment. In addition, temporary medical disqualifications are not eligible for DEP loss forgiveness. DEP members who are rejected as PMR for pregnancy are not eligible for DEP loss forgiveness.

(4) DEP soldiers who receive full Reserve Officers' Training Corps scholarships, an appointment to a military academy, or a full scholarship to a 4-year university. DEP loss forgiveness will not be considered for any other scholarships.

b. Requests for DEP loss forgiveness should be forwarded to HQ USAREC (RCRO-PP) along with the DEP member's telephone number and supporting documentation after the completion of the RSM. No DEP loss forgiveness will be considered for the current month.

#### M-8. Administrative guidelines

a. Enlistment packets for separated individuals will be forwarded to the Rctg Bn operations with the end-of-day reports. Cancellation reports will be included in all packets. For a drug-related separation, also include a copy of the MIRS USMEPCOM PCN 714ADP showing DAT results with the packet.

b. In accordance with AR 135-178 the following procedures must be followed when processing a person for DEP separation:

(1) When a DEP soldier requests separation from the DEP by signing a USAREC Form 986, the notification process identified in AR 135-178 is considered to have been completed.

(2) When a DEP member's DAT or HIV test is returned positive, the letter of notification sent in accordance with this regulation is considered to comply with the notification process contained in AR 135-178.

(3) One of the following will be placed in the DEP enlistment packet that indicates the soldier has a positive DAT.

(a) A copy of the letter sent to the soldier.

(b) A copy of the DD Form 2807-1 and DD Form 2808 indicating positive DAT results.

(c) A copy of the USMEPCOM PCN 714ADP showing DAT results.

(d) A copy of the USMEPCOM PCN ZHM002 showing positive DAT results.

(4) When discharge orders are completed, a copy of the original enlistment packet consisting of the DD Form 4 series, DD Form 1966 series, DA Form 3286 series, SF 86, DD Form 2807-1, DD Form 2808, and the USAREC Form 986 with the discharge order as the top copy will be sent to: Director, National Personnel Records Center, ATTN: Accession and Disposal Section, 9700 Page Ave., St. Louis, MO 63132-5200.

(5) The original DEP enlistment packet will continue to be filed in the Rctg Bn residual files.

c. Upon receipt of the DEP discharge orders from the Rctg Bn, responsible GC will deliver them to MEPS (MIRS) personnel to effect the discharge.

d. Refer to USAREC Reg 601-56 and AR 135-178 for specific details on DEP separation orders.

(Appropriate Rctg Bn Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR TPU Commander of RA DS Member

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that (*enter RA DS member's name and SSN*), a member of your command who has requested enlistment in the Regular Army has been determined ineligible.
2. The individual's reservation for enlistment on (*enter AD date*) has been canceled.
3. The preaccession drug test results indicate a disqualifying amount of (*enter type of drug (i.e., marijuana, cocaine)*).
4. The individual will be notified concerning his or her ineligibility for enlistment into the Regular Army by this command.
5. The point of contact at this headquarters is (*enter USAR S3's name and telephone number*).

(*Rctg Bn Commander's Signature Block*)

CF: Unit Member

**Figure M-1. Sample memorandum to TPU commander on member in RA DS**

(Appropriate Rctg Bn Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR Non-TPU Member in the RA DS *(Enter the Member's Name and SSN)*

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that you have been determined ineligible for enlistment in the Regular Army.
2. Your reservation for enlistment on *(enter AD date)* has been canceled due to your preaccession drug test results which indicated a disqualifying amount of *(enter type of drug (i.e., marijuana, cocaine))*.
3. Although you are ineligible for enlistment into the Regular Army, your military service obligation remains in effect until your normal expiration term of service.
4. The point of contact at this headquarters is *(enter USAR S3's name and telephone number)*.

*(Rctg Bn Commander's Signature Block)*

**Figure M-2. Sample memorandum to non-TPU member in RA DS**

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(Appropriate Rctg Bn Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR TPU Commander of USAR Enlistee

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that *(enter USAR enlistee's name and SSN)*, who was enlisted into your unit on *(enter date of enlistment)*, has been determined ineligible for military service.
2. The preaccession drug test results indicated a disqualifying amount of *(enter type of drug (i.e., marijuana, cocaine))*.
3. The training reservation for this individual has been canceled, and the individual must be discharged as EPTS-medical in accordance with AR 135-178, chapter 4.
4. Request a copy of the individual's discharge order be provided to this headquarters.
5. The point of contact at this headquarters is *(enter USAR S3's name and telephone number)*.

*(Rctg Bn Commander's Signature Block)*

CF: Unit Member

**Figure M-3. Sample memorandum to TPU commander for a USAR enlistee**

## Appendix N

### Before Ship Quality Control Packet Checks

#### N-1. Purpose

This appendix establishes procedures for conducting before ship QC packet checks in addition to the requirements in AR 601-210, chapters 5 and 6.

#### N-2. General

a. A systematic approach must be taken while conducting the before ship QC packet check. The steps identified in the following paragraphs will assist the GC in identifying deficiencies which can be corrected prior to the applicant shipping to AD or IADT.

b. A properly conducted before ship packet check represents the final opportunity for the GC to ensure the new soldier's enlistment qualifications are revalidated and his or her transition from civilian to military life is as smooth as possible. Undiscovered errors made due to oversights by the GC can have far-reaching and severe impact on an individual's military career and the Army. Therefore, strict attention to detail during this process and adhering to regulatory guidance and USAREC directives is mandatory.

#### N-3. Procedures

a. Between 7 and 30 working days prior to the soldier's scheduled AD or IADT date, a GC will again review the enlistment packet for completeness and accuracy. When possible, it is strongly recommended that a GC other than the one who enlisted the soldier conduct the before ship QC packet check. This allows for another "set of eyes" to review the packet.

b. Verify all source documents used to substantiate enlistment eligibility. The GC will examine all source documents in the enlistment packet to ensure they meet the guidelines of AR 601-210, paragraphs 2-1c through 2-1e.

(1) Any source document that is missing or does not meet the requirements of AR 601-210, paragraph 2-1, must be annotated in the Before Ship section of the USAREC Form 794.

(2) Facsimile copies can be used as source documents, but hard copies must be present in the enlistment packet in order for the applicant to ship unless the approving authority has granted an exception. Facsimile copies will be annotated in the Before Ship section of the USAREC Form 794. In accordance with AR 601-210, paragraph 2-1d, facsimiles may be used for shipment when undue delay would occur or the applicant would lose his or her options or shipment. The SGC, operations NCO, or S3 must authorize the use of facsimiles in those instances. This authorization must be in memorandum format or annotated on DD Form 1966, page, 3, Remarks section.

(3) Any missing documents identified will be indicated on USAREC Form 794. The GC will either circle the document(s) (diploma, transcript, etc.), missing or specifically indicate which ones. If no documents are missing, the GC will enter "None."

(4) Applicants who have dependents must be advised to take original marriage certificate, children's birth certificates, divorce decrees, and

other evidence required to substantiate entitlements to the USARECBN and MEPS. The USAREC Form 794 will be annotated of which original documents are required on ship date.

(5) Documents received after DEP-in or DTP-in (HSD, driver's license, dependent verification, etc.) will be photocopied, dated, certified with original signatures and placed in USAREC Form 794. As documents arrive at the MEPS for inclusion into the packet, the GC must indicate which documents were posted and when in the space provided on the USAREC Form 794.

c. Verify the REQUEST reservation. The validity of the reservation is based upon the data entered by the GC. If incorrect data was entered, there is a possibility of an erroneous enlistment. Any errors need to be brought to the attention of the SGC. At a minimum, the GC will verify the following data fields on the REQUEST reservation:

- (1) Name and SSN.
- (2) The enlistment type of the applicant (NPS, PS, or DOS).
- (3) Gender.
- (4) Physical profile.
- (5) Color perception – Normal, Red/Green, or None.
- (6) Education level.
- (7) AFQT.
- (8) Line scores.

d. Verify the qualifications for option(s) and program(s) selected. Although the enlistment packet has been QC'd many times at this point, this will be the final opportunity to reverify the soldier's qualifications pertaining to moral, medical, and enlistment option(s) and program(s) prior to shipping to AD. The GC will:

(1) Initial above "Law Violations" on the USAREC Form 794 after the SF 86, USAREC Form 1104, DD Form 369, USAREC Form 1037, and any court dockets that were required, have been reviewed to ensure appropriate waivers were obtained (if applicable), and all required checks are present.

(2) Review the medical data on the DD Form 2807-1, DD Form 2808, and the MIRS USMEPCOM PCN 714ADP. Special emphasis will be placed on ensuring the soldier had a valid physical on ship date and negative DAT and HIV results are posted. The GC will answer the question in the Before Ship QC section of the USAREC Form 794 pertaining to the validity of the physical and place his or her initials above the Height, Weight, Color Vision, and Airborne Qualifications. Expired physicals will be brought to the attention of the SGC to ensure arrangements are made with the MEPS medical section and the soldier (via the CLT) immediately.

(3) Verify the soldier's MOS qualifications utilizing the REQUEST QUALS file, AR 601-210, and DA Pam 611-21. When discrepancies arise between these references, the REQUEST QUALS file will have precedence. Emphasis will be placed on those qualifications unique to certain MOSs such as height requirements, law violations, special tests, typing requirements, distant or near vision, depth perception, etc. The GC will make appropriate entries in the Before Ship section of the USAREC Form 794 where

needed.

(4) Ensure soldiers enlisting for the LRP have a qualifying loan in accordance with USAREC Reg 621-1 by reviewing the soldier's promissory notes. If the promissory notes are not in the packet, the GC will annotate the USAREC Form 794. Soldiers are no longer authorized to ship unless they have their promissory notes in their possession.

(5) After careful review of the above areas, the GC will answer the question, "Does the soldier meet all the necessary qualifications for the option(s) selected?"

e. Verify the status of the soldier's tech check and EPSQ results. Follow proper procedures established in appendix J. If results are favorable, the GC will ensure DD Form 1966, page 3, is stamped favorable and the appropriate section (tech check or EPSQ) on USAREC Form 794 is completed and the question, "Are final ENTNAC results posted to the soldier's packet?" answered.

f. Review the enlistment packet for completeness and accuracy in accordance with the applicable appendixes of this regulation and AR 601-210. Emphasis will be placed on ensuring the proper DA Form 3286 series and associated forms and addenda are:

(1) Present – The GC will ensure all enlistment forms, annexes, and addenda are in place. Any missing forms or addenda will be completed at this time less the signatures. During this review, the GC will also complete all the required DEP-out annexes and addenda. For those soldiers who have surrendered custody of a dependent to another, ensure a completed DA Form 3286-69 is enclosed in the enlistment packet.

(2) Accurate and complete – The GC will verify that all enlistment forms were properly completed to reduce erroneous or void enlistments. Emphasis will be placed on the DA Form 3286-59 ensuring the applicant initialed the paragraph attesting to the fact he or she understands the nature of their training by either viewing the appropriate MOS video or reading the MOS description in DA Pam 611-21.

g. The GC will notify the appropriate CLT of all deficiencies pertaining to the soldier's enlistment packet and qualifications when the before ship packet check is complete. This can be accomplished via e-mail or telephonic. Once notification is complete, the GC will annotate the USAREC Form 794 of who was notified and when. Leaving messages on an answering machine is not sufficient notification. The GC conducting the before ship QC packet check will sign the appropriate line provided.

h. All enlistment packets will be filed in one of two drawers after the before ship QC check has been accomplished. Those who are still pending DAT and/or HIV results or tech check results will be placed in the DAT, HIV, tech check, and EPSQ file drawer. For those who have DAT, HIV, and tech check results, place in the ship pending file drawer.

## Appendix O

### DEP-Out Procedures

#### O-1. Purpose

This appendix provides a systematic approach in accessing soldiers from the DEP into the RA.

#### O-2. General

A soldier's accession from the DEP to the RA represents the last opportunity to ensure his or her enlistment qualifications are validated. Any errors at this point can invalidate an enlistment and create many hardships on the applicant as well as the Army. It is imperative that all MOSs, options, incentives, and qualifications are carefully reviewed. Therefore, close attention to detail and strict compliance to regulatory guidance and higher headquarters directives are mandatory. DEP-out procedures will be accomplished in accordance with this appendix and AR 601-210, chapters 5 and 6.

#### O-3. Procedures

Once the soldier passes his or her physical inspection, the SGC will assign a GC to process the applicant for accession from the DEP to the RA. The responsible GC will perform the following procedures:

a. Review the DD Form 2807-1 and DD Form 2808 for any additional medical information which was revealed during the inspection. Special emphasis will be placed on ensuring negative DAT and HIV results are posted.

b. Review the soldier's selected MOS to ensure all qualifications are met. Certain MOSs require special qualifications where others don't. Areas of great importance in some of these MOSs are a soldier's height, Defense Language Aptitude Battery (DLAB) score, depth perception test, distant and near vision, etc.

c. Review the soldier's option(s) selected to ensure all qualifications are met.

(1) Soldiers who selected an airborne option, require a "Basic Airborne Qualified" stamp on their DD Form 2807-1.

(2) Special care will be taken to identify those soldiers who have selected the associated Option 27 (LRP). Those who have selected the LRP are no longer authorized to access to training without their promissory notes, forbearance, or verification of eligible loans. The GC will use the processing procedures found in USAREC Reg 621-1 when processing all LRP recipients. The SGC will ensure the GC forwards the following documentation within 5 days to: Commander, PERSCOM, ATTN: TAPC-PDE-EI, 2461 Eisenhower Avenue, Alexandria, VA 22331-0472.

(a) DA Form 3286-66 (Statement of Understanding, U.S. Army Incentive Enlistment Program).

(b) Loan promissory note(s).

(c) DD Form 1966, pages 1 and 3.

(d) DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB)).

(e) Copies of any deferments or forbear-

ances obtained by the applicant.

d. Conduct a personal interview prior to coding the DD Form 1966/1 with the applicant to ensure any changes during DEP enlistment are properly documented in the enlistment packet. During the interview, the GC will:

(1) Review the personal data on the DD Form 1966/1, items 1-15. Any changes need to be documented on the DD Form 1966/3, item 34.

(a) Enter the changes in item 34 and any remaining spaces will be entered with "NA."

(b) If no changes occurred, then the GC will enter on the very first line, NONE, the accession date in YYYYMMDD format, and then the applicant initials attesting to the fact no changes have taken place (e.g., NONE, 20010309, JMZ).

(2) Review the questions in paragraph G-4e. Inform the applicant that any concealed information could have great consequences to his or her military career. Update the enlistment packet as needed.

(3) Ask the applicant if he or she has any reason to believe he or she should be promoted to a higher enlistment pay grade. This is the time to identify problems with promotions, not at the training base.

(4) Ensure the applicant has a picture ID in his or her possession prior to accession.

(5) Copy and certify all additional documentation provided by the soldier to substantiate changes in his or her enlistment packet.

(6) Have the soldier hand-carry the original dependency documents and driver's license.

(7) Special emphasis will be placed on ensuring the REQUEST reservation, DD Form 4 series, applicable DA Form 3286 series, applicable addenda, and the MIRS USMEPCOM PCN 714ADP are accurate based on the soldier's enlistment packet and changes provided.

e. Code the DD Form 1966/1, items 18-19, in accordance with AR 601-210, table 5-1, in GC Sales, sending an electronic copy to MEPS.

f. Complete all the required DEP-out forms necessary for the enlistment options and programs selected. For PS and DOS soldiers, ensure a copy of the DD Form 4 series along with the DD Form 368 is forwarded to the soldier's Reserve unit. For nonunit members the DD Form 4 series and DD Form 368 will be forwarded to the Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PAT-R, 9700 Page Blvd., St Louis, MO 63132-5200. For nonunit members of the Navy, Air Force, Marines, and Coast Guard refer to AR 601-210, paragraph 5-26b.

g. Verify tech check results. Follow the procedures identified in appendix J and any other directives provided by higher headquarters.

h. Forward the enlistment packet to the SGC. The SGC will review the enlistment packet for completeness and accuracy prior to forwarding the soldier to the MEPS control desk. After the soldier is sent to the MEPS control desk for packet breakdown and Oath of Enlistment, the SGC will confirm the shipper in REQUEST.

#### O-4. Courtesy shippers

a. When the necessity arises to ship an individual who enlisted from another MEPS, it is imperative the soldier receives the same red-carpet treatment from the gaining MEPS. Prior to mailing the enlistment packet to the gaining MEPS, the SGC will assign a GC to conduct a thorough check of the soldier's packet. The GC will ensure the soldier meets all qualifications for the enlistment option(s) and program(s) selected, then confirm all documents are properly completed. The GC will return the enlistment packet to the SGC for final review. Once the review is done, the GC will make a copy of the enlistment packet and the EPSQ disk. This will be used in the event the packet is lost during shipping. This packet will be maintained at the original MEPS until the applicant has accessed.

b. Upon receipt of an enlistment packet by the gaining MEPS or Rctg Bn operations section, the SGC will take the following actions:

(1) Ensure the individual's record has been transferred via GC Sales to the new MEPS ID. If not, contact the originating MEPS to request this be done.

(2) Perform a thorough check of the enlistment packet. Ensure that all necessary documents have been completed and verified as required. Missing documents or those that have not been properly certified must be brought to the attention of the originating MEPS SGC.

(3) Contact the Rctg Bn operations section to determine the gaining recruiting station identification (RSID). Ensure this is reflected in the GC Sales record.

(4) When necessary, contact the gaining RS to remind the individual regarding any required documentation needed to access to AD.

c. When the individual accesses or when a problem arises, contact the losing SGC in order for him or her to take the appropriate action(s).

d. Once the DD Form 4 series is completed and the applicant is sworn in at DEP, enlisted, or confirmed shipped through USMEPCOM, the SGC of the gaining MEPS will contact the SGC of the original MEPS to confirm the applicant in REQUEST.

e. After the soldier accesses, the SGC will forward the ship residual packet back to the original Rctg Bn operations section to be filed.

f. It is very important that all SGCs and operations NCOs follow these processing and accession procedures. At no point will the applicant or shipper be forwarded to the USMEPCOM operations section for processing or accession without the SGC reviewing the enlistment packet for qualification, completeness, and accuracy. All applicants will be cleared out of the "Pending DEP Confirm, Pending Enl Confirm, and Pending Ship Confirm" tabs before the SGC departs the GC shop each day. The only applicants authorized overnight on these tabs are authorized reservation holds and point of sale test Rctg Cos reservations.

## **Appendix P**

### **Reports and Records**

#### **P-1. Purpose**

This appendix establishes the requirement to run daily reports from MIRS, REQUEST, and GC Sales.

#### **P-2. General**

a. Automated systems provide data relating to applicant processing, reservations, cancellations, accessions, renegotiations, and results of medical and ENTNAC reports received daily. Completing these reports will reduce the number of GC errors and facilitate timely and efficient transfer of data to the Total Army Personnel Database. All GC shops and Rctg Bn and Rctg Bde operations sections will complete all reports outlined in this appendix. Processing reports will be maintained for 3 years unless otherwise specified.

b. The SGC will establish a DAT, HIV, and ENTNAC pending file. No enlistment packets will remain in the DAT, HIV, and ENTNAC pending file for more than 10 days. If at 10 days you do not have DAT, HIV, or ENTNAC results, contact your MEPS to determine if there is a problem with the submission of the samples or the applicant needs to return for testing or fingerprinting. This file will contain a rotating 10-day suspense or be filed alphabetically as determined by the SGC.

(1) After enlistment, all packets will be placed in the DAT, HIV, and ENTNAC pending file.

(2) No packet will be placed into the ship pending file prior to having negative DAT and HIV results and favorable tech check results.

#### **P-3. Required USMEPCOM reports (GC shop)**

a. The following MIRS reports are required to be completed daily.

(1) "18" HIV Results Received Report - USMEPCOM PCN ZHM005.

(2) "19" Drug and Alcohol Results - USMEPCOM PCN ZHM002

(3) "20" ENTNAC Status Report - USMEPCOM PCN ZHM001

(4) "23" Daily ENTNAC Submission Report - USMEPCOM PCN ZHM003

b. Procedures for obtaining MIRS reports. Reports required from MIRS are located in the "Service" module. GCs will select "Service," "View Only," "Process Results," and "MEPS Workload." Enter the current date, service processing for (SPF), and enter number for the desired report. Information contained in these reports will be presented to the MIRS terminal screen and will print using the shift and F6 keys pressed simultaneously.

c. The following provides a detailed description of the presentation of each MIRS-generated report, uses, and dispositions required.

(1) USMEPCOM PCN ZHM003 - Report of Daily ENTNAC Submissions.

(a) The USMEPCOM PCN ZHM003 provides a consolidated list of ENTNAC submissions for

the processing day. The report contains the names, SSNs, SPF, projected active duty date, and submit code. (ENTNAC path "A" is the only acceptable path.)

(b) A copy of this report will be attached to the original SF 86 contained in the enlistment packet, and a copy will be attached to the USMEPCOM Form 727-E and maintained in the recruiting files in the GC shop. The USMEPCOM PCN ZHM003 will be maintained with the PL for each day in the active files for each recruiting year.

(2) USMEPCOM PCN ZHM001 - ENTNAC Status Report.

(a) The USMEPCOM PCN ZHM001 provides confirmation numbers and final results for tech check submissions.

(b) The report contains information segmented into three parts.

1. Section I - Contains the MEPS ID, applicant name, SSN, projected active duty date, gender, and SPF.

2. Section II - Contains ENTNAC path, date sent, Defense Security Service (DSS) case number, and date received. GCs will annotate the case number on the back of the USAREC Form 794 as they are received, and attach a copy of the USMEPCOM PCN ZHM001 to the SF 86 in the enlistment packet.

3. Section III - Contains the ENTNAC results, date results received by GCs, or the EM will annotate the DD Form 1966 series, Remarks section in accordance with appendix J, when favorable results are received or adjudicated. Results indicating "Match" will also be processed in accordance with appendix J.

(3) USMEPCOM PCN ZHM005 - HIV Results Report.

(a) The USMEPCOM PCN ZHM005 provides results from the HIV test given during the medical processing completed by the applicant. The report provides results received by date and SPF. Applicants testing positive will be discharged in accordance with AR 601-210.

(b) The report contains the following information:

1. Section I - Report name, MEPS ID, roster date, and date and time printed.

2. Section II - Contains SSN, the first four letters of the applicant's name, SPF, result code, specimen number, recruiter SSN, RSID, and current address.

(c) A copy of this report will be attached to the original SF 86 contained in the enlistment packet, and a copy will be attached to the USMEPCOM Form 727-E and maintained in the recruiting files in the GC shop.

(4) USMEPCOM PCN ZHM002 - Drug and Alcohol Results.

(a) The USMEPCOM PCN ZHM002 provides results from the DAT given during the medical processing completed by the applicant. The report provides results received by date and SPF. Applicants testing positive will be discharged in accordance with AR 601-210 and USAREC Reg 601-56.

(b) The report contains the following information:

1. Section I - Report name, MEPS ID, roster date, and date and time printed.

2. Section II - Contains name, SSN, SPF, RSID, processing eligibility date, and discharge date.

3. Section III - Contains alcohol result 1 and 2, and drug 1 and 2. The alcohol result code contains a one-character code and the drug contains two. The first is for marijuana and the second is for cocaine.

(c) GCs must screen this report against enlistment packets in the DAT, HIV, and ENTNAC file and file the report in the GC's shop active files.

#### **P-4. Required REQUEST reports (GC shop and Rctg Bde and Rctg Bn operations)**

a. The SGC will ensure all REQUEST required reports are completed at the end of each business day. The SGC will be held responsible for the completion and accuracy of all reports.

b. The following reports will be completed at the GC shop.

(1) RA Shippers (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(2) USAR Shippers (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(3) RA Cancellations (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(4) USAR Cancellations (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(5) RA Reservations (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(6) USAR Reservations (confirmed): SGCs must verify using residual packets and USMEPCOM Form 727-E.

(7) Shippers. This report provides a list to the Rctg Bn and SGC of upcoming shippers. Run both RA and USAR reports using the "Verified Check." The SGC will pull the Ship Report prior to the start of the ship week to ensure accountability of all packets. The SGC will also verify at this time that the before ship QC check is completed and the individual has favorable HIV and DAT results.

(8) (Monthly) Projected Shipper Report by Component. This report will be provided to the USMEPCOM Travel Section on the last Thursday of the calendar month.

(9) (Weekly) Projected Shipper Report. After a complete review with known losses will be provided to the MEPS Travel Section no later than close of business each Thursday. This will reduce the number of last minute cancellations of airline tickets purchased through the Recruit Travel Program.

c. Reports in b(1) through b(6) above will be completed, verified, and sent to the Rctg Bn operations section to be filed by day in front of the residual packets.

d. The Rctg Bn operations NCO will com-



plete the following reports daily to ensure completion of all enlistment processing.

(1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.

(2) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.

(3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.

(6) USAR Reservations (confirmed) to ensure all enlistments have been confirmed.

(7) Unconfirmed Shippers. This will be utilized by the Rctg Bn to ensure all shippers are confirmed at the GC shop. All shippers will be cleared from "Pending Ship Confirm" at the end of the day (e.g., renegotiation, DEP loss, or move ship day within the RSW).

(8) Monitor the completion of the GC Sales end-of-day PL to ensure compliance.

e. Rctg Bn reports will be run by the Rctg Bn Office Code with "include subordinate" selected to ensure all applicants processing for the Rctg Bn are accounted for.

f. Any verified reservation and/or shipper that did not enlist or ship, but was verified as such, will require a reply by endorsement from the Rctg Bn S3 to HQ USAREC (RCRO-O-TOC) explaining why, what, how, and corrective actions taken to prevent future occurrences.

g. Rctg Bn Disposition Roster. The disposition roster accounts for all new enlistments, RA and USAR, same-day cancellations, renegotiations, DEP losses, RA shippers, and unconfirmed accessions. This report is provided through the Command Integrated Management System database, which updates the Battalion Operations and Awards Reporting System nightly after close of business.

h. Reports will be ran, verified, and attached to the Disposition Roster for the same date.

i. Daily reports received from the SGC will be verified and filed by day in front of the residual packets.

j. Rctg Bns will maintain separate files for RA and USAR packets.

k. The Disposition Report does not eliminate DEP or DTP residuals being completed by the GC shop at the end of the day and forwarded to the Rctg Bn operations section.

l. The SGC will ensure 100 percent accountability of all enlistment and accession residual packets by the end of the day.

m. The SGC will review residuals for qualifications, completeness, and accuracy. Upon completion of the review the SGC will initial and date the upper right-hand corner of the USAREC Form 794.

(1) RA DEP-in residual packets will be filed by AD date, alphabetically by RSM, and day. USAR residual packets will be filed by enlistment date.

(2) RA ship and USAR ship packets will be

married to the existing residual packet for both RA and USAR upon receipt from MEPS.

(3) The S3 will perform a 20 percent random packet check on all enlistments and a 20 percent verification of all shippers each RSM. The packets will be checked for completeness, documents verification, and accuracy. The S3 conducting these checks will initial in the upper right-hand corner and date all packets checked. A list of all packets checked and verified each month will also be filed with the USMEPCOM Form 727-E for that month and for inspection.

n. Rctg Bn residual packet (accession) files will be maintained in the current files area for 1 year and cutoff at the end of the FY. They are then transferred to inactive files to remain for a period of 3 years and then destroyed.

o. Copies of all reports required by this appendix will be filed in front of each day's packets.

p. The Rctg Bde operations NCO will complete the following reports daily to ensure completion of all enlistment processing.

(1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.

(2) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.

(3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.

(6) USAR Reservations (confirmed) to ensure all enlistments have been confirmed.

(7) RA Production.

(8) USAR Production.

q. Rctg Bde reports will be run by the Rctg Bde Office Code with "include subordinate" selected to ensure all applicants processing for the Rctg Bde are accounted for.

r. Reports will be ran, verified, and attached to the Disposition Roster for the same date.

s. Files will be retained for 3 years.

#### **P-5. GC Sales reports**

a. The SGC is responsible for updating the GC Sales PL as changes occur, this includes indicating the arrival section and result codes for applicant processing. The GC Sales PL will be printed and forwarded to the Rctg Bn operations section at the close of each business day.

b. The GC Sales PL will be retained in accordance with paragraphs P-4i.

#### **P-6. Procedures for completing GC Sales end-of-day reports**

SGCs will ensure accurate and complete dispositions are entered on all processors. The following will detail the completion of the GC Sales end-of-day reports.

a. Utilizing the GC Sales application select Menu item 1, Processing List.

b. Enter "D" in the display/print selection box and enter the current date.

c. Select ENTER. The PL will be displayed containing all applicants scheduled for processing for the day.

d. Column descriptions and codes:

(1) ACT (editable). The ACT column will contain a "T" in GC Sales if the projection has been confirmed in MIRS.

NOTE: The ACT field on the PL on the GC Web, Recruiting Central Station Commander, and CLT Toolboxes will contain one of the following:

(a) A - Accession (USAR Enlist).

(b) B - USAR Ship.

(c) C - RA Ship.

(d) D - RA DEP.

(e) X - Other Processor.

(2) ARR (arrival indicator) editable. Once the applicant has arrived at MEPS, MIRS will place a "Y" in the arrival field. GCs should update any no-shows after the arrival cutoff time. Valid values are:

(a) Y - Arrived.

(b) H - Hold over for next processing day.

(c) N - Applicant did not arrive for processing.

(3) Name (view only). Self-explanatory.

(4) SSN (view only). Applicant's SSN.

(5) Education level (view only).

(6) AFQT (view only). Valid entries 01 to 99.

(7) RSID (view only). Assigned by HQ USAREC.

(8) Sex (view only). M (male) or F (female).

(9) SVC (view only). Contains the SPF. Valid entries:

(a) R - RA.

(b) V - USAR.

(c) G - ARNG.

(10) Prior service (view only). Valid entries Y (yes) or N (no).

(11) Arrival day (view only). Valid entries 01-30/31.

(12) Arrival hour (view only). Valid entries 0001-2400.

(13) Transportation mode (view only). Valid entries:

(a) A - Airplane.

(b) B - Bus.

(c) G - Government vehicle.

(14) Medical (view only). Valid entries:

(a) F - Complete.

(b) I - Inspect.

(c) C - Consult.

(d) R - Reexam.

(e) S - Special.

(f) O - Other.

(15) Testing (view only). Valid entries:

(a) E - Initial.

(b) 1 - 1-Month Retest.

(c) 6 - 6-Month Retest.

(d) R - MEPS Commander Authorized Retest.

(e) C - Confirm.

(f) S - Special.

(16) DEP-IN/OUT (view only). Will contain an X in appropriate column.

(17) TRR (view only). Valid entries Y (yes) or N (no).

(18) Result Code (editable). Mandatory SGC

will ensure information is entered and correct.  
Valid entries:

(a) A - Requires Additional Testing. For example: Could not enlist due to needing to take the Assessment of Individual Motivation test.

(b) B - Test Reject. Applicant scored below 16 on AFQT.

(c) C - Not Qualified. Applicant was not qualified for specific option or training desired or applicant is in a closed mental category (category IV).

(d) D - Refused. Applicant was qualified but refused to enlist.

(e) E - Enlist. Applicant enlisted into component projected for ARADS; completes when DEP or Enlist verified in REQUEST.

(f) F - No Help. Applicant was qualified however no training available and HQ USAREC (RCRO-O-TOC) provided no help.

(g) G - No Change. Used when there are no changes to the projections status (e.g., applicant returned to take DLAB test and passed, there are no changes to report on this record).

(h) H - Conference. Used when the applicant needs to confer with influencers.

(i) I - Opt Not Possible. Used when applicant desires an option not associated with the MOS (e.g., MOS 95B Option 26).

(j) J - DTP Discharge. Used when a USAR applicant refuses to ship and cancellation of training is required.

(k) K - DEP Discharge. Used when applicant was taken as a DEP loss.

(l) L - Law. Applicant could not finish processing due to revealing a law violation requiring police checks.

(m) M - Shopping. Applicant had no intention of enlisting.

(n) P - PMR.

(o) Q - Qualified. Used when applicant was scheduled for physical and return only and applicant was found qualified or was qualified but GC was unable to convince the applicant to enlist.

(p) R - Renegotiated. Applicant was renegotiated.

(q) S - National Guard to USAR TPU Transfer.

(r) T - TMR.

(s) U - Administrative. Applicant could not enlist due to missing paperwork or administrative wavier required.

(t) V - Shipped. RA or USAR applicant who shipped.

(u) W - Window. Applicant desired to ship outside of the current DEP or individual tactical training window.

(v) X - Eloped. Applicant left the MEPS prior to completion of processing.

(w) Y - Frozen. PS MOS frozen and refused to accept training.

(x) Z - No Option Available. Applicant was qualified to enlist but was not offered any program.

## Appendix Q

### United States Army Reserve Specific Processing

#### Q-1. Purpose

This appendix establishes policies and detailed procedures to ensure applicants are properly processed for enlistment, shipped to IADT, and separated from the USAR.

#### Q-2. USAR enlistment programs and options

All applicants must meet basic enlistment eligibility outlined in AR 601-210, tables 2-1 and 3-1, and MOS criteria as described in the Report of Qualifications File Program. In addition, the following procedures and requirements apply:

a. USAR Bands Enlistment Program.

(1) Ensure REQUEST reflects band MOS enlisting for.

(2) For NPS, place a checkmark in CAS and BT blocks of REQUEST. For PS place a checkmark in CAS block only.

(3) GC must ensure IADT orders reflect 12 weeks of training required. This information will be in accordance with AR 601-210, table 7-3. Soldier must receive follow-on training with the band at the post where BT was completed.

b. Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Program.

(1) Minimum enlistment length is 3 years.

(2) Applicant must have an SI at the MEPS prior to enlistment.

(3) GCs will make sure applicants enlisting for MOSs that require a security clearance will be sent to BT at Fort Leonard Wood or Fort Jackson. Individuals enlisting for one-station unit training (OSUT) MOSs will continue to be sent to the locations identified on REQUEST. If MOS requires security clearance, is not OSUT, and reflects BT site other than listed above, contact HQ USAREC (RCRO-O-TOC) via appropriate Rctg Bde for assistance.

c. USAR OCS and USAR WOFT enlistment programs. Processing requirements are in AR 601-210, tables 9-10 and 9-11.

d. Reserve Officers' Training Corps and Simultaneous Membership Program Enlistment Program. Processing requirements are in AR 601-210, chapter 10.

e. Selected Reserve Incentive Program (SRIP), Student Loan Repayment Program (SLRP), enlistment bonus (EB), and prior service enlistment bonus enlistment options.

(1) SLRP.

(a) NPS.

1. Applicants must be I-IIAs.

2. High school diploma graduate (HSDG) or equivalent.

3. Must enlist for a minimum of 6 years.

(b) PS.

1. No AFQT requirement.

2. HSDG or equivalent.

3. Must enlist for a minimum of 3 years.

(2) NPS EB.

(a) Applicants must be at least I-IIIBs or higher.

(b) HSDG or equivalent.

(c) Must enlist for a minimum of 6 years. SRIP biannual messages.

(3) Prior service enlistment bonus, refer to AR 135-7 and SRIP biannual incentive program message.

(4) GCs must complete the appropriate DA Form 5261-X-R addendum for the incentive enlisting for.

(5) REQUEST is the authority for all USAR incentives. GCs will choose which incentives an applicant wants on the REQUEST screen: Bonus by itself, bonus and SLRP together, SLRP by itself, or none at all. After the selection is made, the next screen will show the dollar amount of the incentive.

NOTE: All enlistments will be in accordance with AR 135-7.

f. Army Civilian Acquired Skills Program (ACASP).

(1) For NPS place a checkmark in CAS and BT blocks.

(2) For PS place a checkmark in CAS block only.

(3) EB and SLRP will be in accordance with HQDA and REQUEST.

(4) GCs must ensure IADT orders reflect the correct number of weeks required for IADT. Enlistments will be in accordance with AR 601-210, chapter 7.

(5) Current members of the IRR are not authorized ACASP.

g. Specialized Training for Army Reserve Readiness (Enlistment Program 9K).

(1) For NPS place a checkmark in the BT and CAS blocks only. For MOS field enter appropriate surrogate MOS (i.e., 91CS, 91VS). Place a checkmark in CAS block only for PS or IRR. For MOS field enter appropriate MOS as above.

(2) All required forms and coding will be in accordance with AR 601-210.

(3) All IRR members must also qualify in accordance with AR 140-10 and USAREC Reg 140-3.

(4) GCs will provide MEPS with the mandatory return date (MRD) for inclusion on IADT orders.

#### Q-3. Procedures for standard and alternate training program enlistment

a. During the counseling interview the GC must verify with the applicant all source documents (i.e., information contained in DD Form 1966 series, SF 86, etc.).

b. Completion of DD Form 1966 series. After making the REQUEST reservation, the GC will:

(1) Print two copies of the REQUEST reservation. Provide the applicant the first copy and place the second copy in the Rctg Bn residual file. Place a copy in both the Rctg Bn residual file and Rctg Bn ship packet.

(2) Logout of REQUEST and into GC Sales. The accession REQUEST will appear in the SUBMIT MEPS/REQUEST DATA (RESERVE) REQUEST screen.

(3) Code automated DD Form 1966/1 in accordance with AR 601-210. Perform QC check

of screen to ensure that all entries are correct in accordance with REQUEST and AR 601-210. Print the automated DD Form 1966/1 from this screen which will send the applicant's data to MEPS electronically.

(4) GCs will complete USAREC Form 1150 if any statements apply.

c. Language reservations.

(1) REQUEST will offer language training only if the training and vacancy are available. The following two-letter codes are shown on REQUEST to identify the different languages.

(a) AS - Arabic Syrian.

(b) AD - Arabic Modern Standard.

(c) CM - Chinese Mandarin.

(d) CS - Czechoslovakian.

(e) FR - French.

(f) GM - German.

(g) HU - Hungarian.

(h) JA - Japanese.

(i) KP - Korean.

(j) LA - Spanish American.

(k) PF - Persian Farsi.

(l) PL - Polish.

(m) RQ - Romanian.

(n) RQ - Russian.

(o) SC - Serbo-Croatian.

(p) TA - Tagalog.

(q) TH - Thai.

(2) REQUEST has been modified to show language training availability even if a DLAB score is not in REQUEST. (Override must be on for DLAB.) GC must ensure applicant meets all requirements of QUALS and contacts the REQUEST manager for correct language code prior to pulling the job.

d. USAREC Form 1122 contains required statements that may need to be completed. This form is required for all USAR enlistments.

e. For alternate training reservations the GC is required to enter an MRD of 11 weeks from the individual's RSW date.

NOTE: Applicants must have an education letter that states they are currently a junior, when the last day of school for their junior year is, the start date for their senior year, and what their graduation date will be.

#### Q-4. Special English as a second language processing for USAR applicants

a. Due to the extended training time for English as a second language (ESL) plus BT, the GC must ensure that applicants for the Alternate Training Program have an MRD, which allows for both. Those scoring below 70 must be scheduled for ESL training prior to BT in accordance with table R-1.

NOTE: Currently in high school applicants are not eligible for enlistment if they require ESL training.

b. Applicants scoring below 40 on the English Comprehension Level Test (ECLT) must enlist for the 4 x 4 option.

c. Ensure all applicants requiring ESL are shipped to Fort Sill with packets marked "ESL" in red on the outer envelope.

#### **Q-5. Procedures for processing PS**

- a. Processing IRR transfers will be in accordance with AR 140-10 and USAREC Reg 140-3.
- b. PS processing will be in accordance with AR 601-210, chapters 3 and 5.
- c. IRR transfers from other services will be processed in accordance with AR 601-210, chapters 3 and 5.
- d. ARNG transfers will be processed in accordance with AR 601-210, chapter 5, section 8.
- e. The SGC or the operations NCO will confirm transfer by reviewing USAREC OP 2 (IRR Transfer (DA Form 4187)) and documentation in accordance with USAREC Reg 140-3 in the enlistment packet. Once the enlistment is validated, the SGC will enter the "Pending ENL Confirm" tab and confirm the accession. Immediately after the enlistment is confirmed in the "Pending ENL Confirm" tab, the SGC will confirm the soldier in the "Pending Ship Confirm" tab. This is done due to the fact the transfer Ready Reserve accesses and ships to the unit the same day.
- f. Full process PS will be processed in accordance with AR 601-210, chapters 3 and 5 (USAR specific paragraphs) and any appropriate messages.

#### **Q-6. ETP**

- a. All requests for ETPs will be considered by HQ USAREC on USAREC Form 1155. Requests will be forwarded via e-mail through appropriate Rctg Bde to HQ USAREC.
- b. Requests with unit vacancy problems will be forwarded directly to the USAR Strength Management Office.
- c. Requests for training seats will be forwarded to HQ USAREC (RCRO-RA).

#### **Q-7. Procedures for training reservation changes**

NOTE: Area Command within this regulation refers to the United States Army Reserve Command, United States Army Pacific Command, United States Army Special Operations Command, etc.

- a. Training seat MOS changes will not be made solely on the desire of the USAR member or the TPU commander. Changes of a confirmed REQUEST MOS reservation from one MOS to another prior to entry on IADT or ADT will be based upon one of the following reasons:

- (1) Reorganization of the unit for which enlisted in accordance with AR 140-10.
- (2) Change in CMF or MOS due to reclassification in accordance with DA Pam 611-21.
- (3) Change in individual's medical fitness standards in accordance with AR 40-501.
- (4) Change in civilian education, which would prevent the member from meeting prerequisite qualification of initial or intended MOS in accordance with DA Pam 611-21 and REQUEST QUALS.
- (5) Change in MOS due to transfer of enlistee to another TPU in accordance with AR 140-10.

- b. Change from Alternate Training Program to Standard Training Program is authorized by the TPU commander. Change from Standard Training Program to Alternate Training Program is authorized by Area Command.

- c. Units that are deactivating or reorganizing require approval from the Area Command. This must be accomplished prior to any action occurring on REQUEST. Approval documentation will be forwarded to the appropriate GC identifying the soldier's name, SSN, ship date, and new MOS. Upon receipt of approval documentation the GC will take the following action:

- (1) In REQUEST under "Process Applicant" tab to "Reno Reservation" and continue the process to pull either new vacancy or training seat. The GC will have the opportunity to cancel the current reservation.

- (2) For alternate training soldiers, GCs will cancel SP2 reservations immediately upon notification that renegotiation has been authorized. Renegotiation approval authority should list MOSs that have been identified for the soldier. GCs will call HQ USAREC (RCRO-O-TOC) to have the SP1 record edited to reflect the new MOS. At this time the GC will proceed to build the SP2 record and accomplish the reservation for the new MOS.

- d. GCs must ensure appropriate orders are amended and properly distributed (i.e., soldier's ship packet, TPU, Rctg Bn residual, recruiter, etc.). Soldiers whose units have also changed will not have this change reflected on REQUEST. However, GCs will ensure the amended orders reflect the correct unit of assignment.

- e. Request for MOS changes must be submitted for approval, in writing, through the USAR chain of command. All requests should arrive at the Area Command not less than 90 days prior to the start of IADT or ADT. Phase II, Alternate Training Program is considered a part of IADT. Alternate training (Phase II) requesting change in MOS due to AIT course length versus personal commitments (e.g., college or employment) are not routinely considered. Phase II individuals are required to enter AIT within 1 year of completion of BCT (Phase I) to complete IADT in the MOS for which enlisted.

- f. TPU will ensure soldiers who cannot be reassigned or will not accept unit and MOS reassignment are processed for discharge action. GCs will immediately cancel the training seat upon written notification that the unit is processing for discharge.

- g. USAR NPS personnel requiring a delay for entry on IADT that exceeds 270 days for HSDGs or currently in high school, 360 days (17 to 18-1/2 high school seniors), or 180 days for nonhigh school graduates, or general education development (GED) require approval by appropriate Area Command for the following reasons:

- (1) Extreme personal hardship.
- (2) To obtain a security clearance.
- (3) To coincide with a special MOS school.
- (4) Enrollment (or prospective enrollment) in college.
- (5) Temporary medical disqualification.

- (6) To complete high school graduation requirements.

- h. Medical disqualifications (waivers are processed through the Area Command):

- (1) Individual TMR'd for not meeting the procurement weight standards in AR 40-501 will be returned to TPU for disposition in accordance with AR 135-178.

- (2) All TMR cases will have a new ship date established in the same MOS when fully qualified.

- (3) All PMR shippers will be referred to Area Command.

#### **Q-8. Reporting procedures**

Once the applicant has been accessed and all documentation pertaining to the enlistment has been verified, the soldier is ready to ship out to the USARECBN, or directly shipped to the TPU if the enlistee is either a transfer or a reenlistee. All USAR high school and Phase II shippers will have a certified true copy of their HSD or transcripts to verify completion of high school prior to shipping to BT and/or AIT.

- a. Standard shippers and Phase I (alternate trainees) will report to the MEPS for IADT. The GC will verify all USAR enlistee packets to ensure shipment and return orders are correct. School and seasonal employment date is a mandatory entry and will be checked for accuracy; "unknown" or "NA" is not acceptable. GCs will also make sure that the enlistee still meets the USAR enlistment medical procurement standards and QUALS. If enlistee (standard) failed to graduate or obtain proper education status as outlined in QUALS, unit commander (or designated representative) will be notified. Soldier will be shipped as scheduled if MOS enlisted for does not require an HSD or GED diploma in accordance with QUALS and DA Pam 611-21. When QUALS requires education status (i.e., HSDG) that has not been obtained by enlistee, he or she will not be shipped. HSSRs and Phase II shippers must present proof of secondary school graduation prior to entry into training in order to receive entitlements under the SRIP. If enlistee has been promoted by USAR unit commander, DA Form 4187 (Personnel Action) and supporting documentation will be included in the ship packet.

- b. GCs will also check with soldiers for recent involvement with law enforcement agencies or pending court appearances that may preclude shipment to IADT. If any recent law violation is disclosed the GC will verify QUALS eligibility and the TPU commander (or designated representative) will be notified. The TPU commander (or designated representative) will determine if that member is to be shipped for IADT. All additional information will be added to the member's DD Form 1966 series and unit commander's disposition noted in the Remarks section of the DD Form 1966 series. Applicable pages of the DD Form 1966 series and copies of records of telephone conversations will be placed in the member's residual packet at the Rctg Bn. (Must meet MOS qualifications and court date cannot

take place during training).

c. The following applies to Phase II only. The GC will make the reservation only after verification that a soldier has completed BCT. The recruiter for that soldier will notify the MEPS when his or her soldier has completed BCT.

(1) To preclude unnecessary delay at training sites, the following actions are required as applicable:

(a) Check with soldiers for any QUALS disqualifications and for any recent involvement with law enforcement agencies or pending court appearances that may preclude IADT shipment. Procedures in a and b above will be followed.

(b) Missing records are a high visibility problem for the Phase II soldiers. Screen soldier's Military Personnel Records Jacket (MPRJ) and ensure that finance, clothing, medical, and physical training records are not missing. If records are missing contact the TPU for assistance.

(2) The GC will inform the soldier that he or she will remain at the training base until MOS qualified.

(3) If soldier has been promoted, DA Form 4187 (completed by the unit or TPU) must be included in the ship packet. To determine proper grade for shippers a suspense file will be set up and maintained for the following actions:

(a) Four months prior to ship date the GC will contact the TPU either in writing or telephonically, using an MFR, to determine the soldier's status, including pay grade and present address. The record of this contact will be maintained in the shipper's file.

(b) After SP2 reservation is made, the request for orders, utilizing current data provided by the unit will be submitted to MEPS.

(c) MEPS will not amend an order to show a new pay grade once the Phase II order has been published.

(d) Promotion documents on soldiers promoted after the MEPS order was published will be provided to the GC and forwarded to the USARECBN with the soldier.

(4) The GC will make contact either in writing or telephonically no later than 30 days prior to ship date requesting soldier's MPRJ. Ensure all TPUs are aware of the requirements of AR 140-10, paragraph 3-24. Soldier's MPRJ must arrive at MEPS no later than 7 days prior to ship date. The 10- to 30-day packet check will be accomplished upon receipt of MPRJ. If GC is not in receipt of soldier's MPRJ at this time, the GC will immediately notify the soldier's TPU. It is the TPU's responsibility to ensure that all possible resources are utilized to have the soldier's MPRJ brought to the GC. If all attempts fail, Rctg Bn operations will obtain permission from the respective training base to ship the soldier with a copy of their residual file maintained at the Rctg Bn. Once approval has been obtained, forward request for ETP to HQ USAREC (RCRO-PP) via appropriate Rctg Bde. All Phase II records will include the following:

(a) Field MPRJ (training information, security clearance documentation, promotion orders, equipment operator's qualification information if

required, and medical and dental records).

(b) Clothing records.

(c) All Phase II shippers are required to arrive at MEPS with their full initial issue to include class A uniform.

(5) To better manage USAR Phase II reservations and to improve our reaction time to reprogram training seats, the following procedures will be as applies:

(a) The USAREC LNCO at the USARECBN will receive orders for all USAR Phase I that are entry level status separations. Upon receiving orders they will cancel SP2 reservations (if one exists) using code 9 and the remarks will state "USAREC LIAISON ENTRY LEVEL STATUS SEPARATION." They will also update SP1 record and the remarks will state "TRADOC discharge."

(b) The SGC will run USAR Cancellation in REQUEST under Reports to identify any cancellations made, so that any residual packets that are maintained by the USAR GC can be forwarded to the Rctg Bn and to the USAR unit.

(c) Even though we are receiving assistance from the USAREC liaison, it is the responsibility of the GC to continue to maintain and update the SWAR Program.

d. To preclude placing enlistee in a nonduty, nonpay status upon entry on IADT, the GC will ensure that MEPS IADT orders reflect a USARECBN report date that is within 24 hours of the return to MEPS date for entry on IADT processing. (For example: PVT Smith's REQUEST reservation shows a 6 November USARECBN date (Monday). PVT Smith's MEPS IADT orders shows a "Return to MEPS" date of 2 November (Thursday) and a USARECBN report date of 3 November (Friday)).

#### **Q-9. Failure to ship (no-show)**

a. The GC or Rctg Bn USAR operations NCO or S3 will immediately contact the recruiter and USAR unit commander when a USAR member fails to return to MEPS for entry on IADT and shipment to the USARECBN and request assistance in determining the member's status.

b. The determination by the unit commander (or designated representative) will establish whether an extenuating circumstance prevented the member from reporting to MEPS. Whether an extenuating circumstance existed will be determined by the same standards as classifying an absence as "unavoidable" as defined by AR 630-10.

c. An MFR between the unit and GC or Rctg Bn USAR operations NCO or S3 will be completed prior to cancellation of the training seat. The GC must have a copy of the MFR before the training seat is canceled. The MFR will include the name of the unit commander (or designated representative) and date that a decision was made as to why the applicant did not report. A copy of the MFR will be included in the ship packet and Rctg Bn residual packet. All efforts will be made by the GC to contact higher headquarters for disposition.

d. If an extenuating circumstance did exist

(e.g., sickness, injury, hospitalization, or death in the member's immediate family), the GC will cancel the REQUEST training reservation, coordinate a new date for entry on IADT with member's unit commander, and notify MEPS, in writing, that an amendment to the IADT order is required. If new training date exceeds DTP constraints, approval must be obtained through USAR channels in accordance with AR 601-25. A copy of the MFR will be retained in the ship packet.

e. If an extenuating circumstance does not exist, the GC will cancel the REQUEST training reservation using cancellation code "No-Show" and forward the member's enlistment packet to the Rctg Bn S3. (The GC must have a copy of the MFR authorizing the cancellation before the training seat is canceled.) A copy of the MEPS IADT order will be sent with the packet. The MEPS IADT order will not be revoked. A copy of the MFR will be placed in member's residual packet maintained at the Rctg Bn.

#### **Q-10. USAR separations and cancellations**

a. Separation from the USAR:

(1) The USAR unit command has separation authority prior to IADT.

(a) PMR. If the disqualification is discovered at the MEPS, the GC will cancel the REQUEST training reservation and a memorandum and the ship packet for disposition will be sent to the unit commander.

(b) TMR. When the MEPS physician recommends a delay of more than 180 days but less than 1 year, the USAR member will be returned to TPU.

(c) Other. Upon notification by the TPU commander that a USAR soldier is to be separated the GC will cancel the REQUEST training reservation.

(d) All MEPS orders will be revoked except for cancellation code "No-Show" or "Refusal to Ship."

(2) TRADOC or the USAR unit commander has separation authority of Phase II applicants.

(a) TRADOC entry level separation. Upon notification the SGC will forward a copy of the cancellation notification and GC Phase II residual packet to the Rctg Bn operations for distribution to the USAR unit.

(b) Other. Upon notification by the TPU commander that a USAR soldier is to be separated the GC will cancel the REQUEST training reservation.

(c) All MEPS orders will be revoked.

(3) Upon receipt of separation orders or notification from the soldier's TPU commander or designated representative, the Rctg Bn will forward the packet with a copy of the REQUEST cancellation to the TPU.

(4) DTP losses identified at least 45 days before ship date will be canceled by the GC and the training seat resold.

(5) Rctg Bns will retain a copy of the REQUEST cancellation and supporting documents with the Rctg Bn's residual file.

b. Cancellation and request for discharge

procedures.

(1) The soldier's unit must be notified of request for training seat cancellation by the recruiter, either in person or telephonically.

(2) There are differences in the procedures for canceling training reservations, depending on who initiates the request, the unit or the soldier as identified below:

(a) Unit request for cancellation:

1. TPU will forward request, through the recruiter to the GC, on a memorandum or USAREC OP 3 (Training Seat Cancellation (DA Form 4187)) stating reason for cancellation.

2. GC will notify CLT of loss.

3. GC will cancel reservation on REQUEST the same day as receiving notification.

(b) Applicant requests cancellation: Recruiter, RS commander, and CLT will assist the soldier and TPU in accordance with USAREC Reg 601-95.

(3) GC will:

(a) Verify that USAREC OP 3 is complete and section V, Certification/Approval/Disapproval has been checked "Approved" and the TPU commander or his or her designated representative has signed the bottom of the USAREC OP 3.

(b) Complete cancellation actions in accordance with applicable regulations and policies. GC must ensure the proper cancellation code currently in effect on REQUEST is used. GC will verify that the REQUEST cancellation and the USAREC OP 3 or memorandum from TPU are included in both the ship packet and the Rctg Bn residual.

(c) Forward packets (ship and Rctg Bn residual) to Rctg Bn operations.

(4) Rctg Bn operations will:

(a) Ensure a copy of the USAREC OP 3 or memorandum from TPU and REQUEST cancellation printout are included in the ship packet and the Rctg Bn residual.

(b) File the Rctg Bn residual in accordance with this regulation.

(c) Once the ship packet has been checked for completeness, forward the ship packet to the unit.

(5) GC will ensure the following required documentation accompanies all requests to cancel training as appropriate:

(a) Medical. If soldier is disqualified by a MEPS doctor, USAREC OP 3 is not required for cancellation, but a copy of the DD Form 2807-1 and DD Form 2808 will be included. If found disqualified by another military medical treatment facility, or provides documentation verifying a disqualifying medical condition, USAREC OP 3 must be initiated and medical documentation attached. The medical documentation must be submitted to the MEPS doctor for evaluation and updating of the physical profile. A copy of the updated DD Form 2807-1 and DD Form 2808 must also be included.

(b) Education. If soldier requests cancellation for higher education (i.e., scholarship, military academy, etc.), USAREC OP 3 must be initiated.

(c) Joined other component. If applicant joins the RA DS Program, the GC must obtain a copy of the REQUEST reservation and USAREC Form 978. The existing USAR reservation must be canceled the same day. If the applicant joins another component (e.g., Navy, Air Force, Marine Corps, or National Guard), then a copy of the new service's contract must be included with the cancellation request. For other components, the training seat will always be canceled.

(d) Personal (unit interview is required). This category includes hardship, refusal to ship, employment conflict, etc. Unit will provide first endorsement to USAREC OP 3 with a reason for cancellation.

(e) For positive DAT see paragraph M-5.

(f) Other (specify). Used for unusual circumstances not covered by other categories (use of this category should be minimal and must have supporting documentation).

(6) In all cases, GCs will further explain the reason for the cancellation in the Remarks section.

## Appendix R

### Regular Army Options and Incentives

#### R-1. Purpose

a. This appendix establishes policies and procedures to ensure applicants are properly processed for specific options. It includes required statements, verification documentation, and special instructions not included in AR 601-210 or other regulations.

b. This appendix consolidates implementing instructions and guidance for the management of current recruiting options and incentives, including MOS listings for the RA EB Program, Army College Fund (ACF), US Army Unassigned Training Enlistment Option, US Army English Comprehension Enlistment Option, US Army Buddy Team Option, College First Program, GED Plus Program, 2-Year Enlistment Option, Airborne Training Option, Army Civilian Acquired Skills Option, Army Bands, WOFT Option, OCS, Partnership for Youth Success (PaYS), Training of Choice, Station of Choice, and the RA LRP.

#### R-2. General

a. RA enlistment options and incentives are available for procurement of qualified male and female applicants into the RA. Options are designed to merge Army requirements with an applicant's desires.

b. GCs must be sure that individuals applying for specific options:

(1) Meet the prerequisites for that option including color vision, physical profile, and eyesight requirements.

(2) Have completed the required DA Form 3286 series.

(3) Have completed any additional required statements (DD Form 1966/3, USAREC Form 1150, and other necessary USAREC forms).

c. AR 601-210, chapter 9, along with current USAREC messages, lists and describes each authorized enlistment option and shows the proper form associated with each option.

#### R-3. Procedures

a. Prior to accessing the REQUEST reservation program, the GC will conduct an interview to determine the applicant's interests in order to merge those interests with Army requirements. MOS videos may be used to assist in this interview.

b. REQUEST is designed to display only those MOSs and options for which the applicant is qualified. However, in some instances (discussed below under special processing), an MOS or option may be displayed for which the applicant is not qualified. GCs must ensure they are familiar with these special processing procedures.

c. The GC will ensure the applicant understands the precise nature of the option commitment and guarantee. Specifically, applicants must understand the term of their enlistment, the date they are scheduled for AD, the scope of the training they are to receive, the terms and conditions of any recruiting incentive pro-

gram they have accepted, and any additional prerequisites which cannot be determined until after enlistment (i.e., security clearances, completion of "leader" MOS training, etc.), to include the results of a failure to attain those prerequisites.

#### R-4. Required entries for USAREC Form 1150

GCs will ensure completion of all applicable required entries on USAREC Form 1150. Any required statements not covered by USAREC Form 1150 will be annotated in the Remarks section of the DD Form 1966/3.

a. USAREC Form 1150 will be completed as it applies to the applicant enlisting. It must be signed by both the applicant and GC and a copy will be maintained with the enlistment packet.

b. Statement for ESL trainees: "I understand that I will be required to undergo English language training at the Defense Language Institute, Lackland Air Force Base, Texas, and that failure to attain an ECLT score of 70 by completion of training will result in separation from the Army." Applicant will place his or her signature following this statement. This statement will be placed on the DD Form 1966/3.

c. When the SI is not present to conduct the interview with the applicant see required statement at paragraph K-2e(2)(d).

d. For all PS applicants see required statements in appendix H.

#### R-5. Procedures for applicants requiring ESL training

a. All applicants who speak ESL (anyone whose records indicate he or she is not a native speaker of English and have resided in the United States for less than 1 year; will likely include NPS applicants from Puerto Rico) will take the ECLT at the MEPS.

b. Applicants not scheduled for the ECLT on the Army Recruiting Information Support System, who demonstrate difficulty understanding or speaking English will be scheduled for the ECLT prior to pulling an enlistment reservation.

c. When ECLT scores are returned they must be reviewed. Ensure the ECLT score is built into the applicant's record in REQUEST. If the score is 70 or above, normal processing procedures apply. Those scoring below 70 must be scheduled for ESL training prior to BT in accordance with table R-1.

d. The GC must determine the desired training date and add the number of weeks for ESL training to the desired training date. This will be the applicant's USARECBN arrival date.

e. GCs may secure the reservation using normal REQUEST procedures using the USARECBN date as determined above.

#### R-6. Recruiting incentive programs

a. Training of Choice. The Army guarantees, in writing, a specific MOS or CMF, as well as provides a guarantee to Airborne, Language, and Intelligence MOSs and training if selected and if qualified for the specific training enlisting for. Eligible to NPS and PS applicants enlisting for

the minimum term of enlistment authorized by REQUEST. (See AR 601-210, table 9-2.)

b. Station of Choice. The Army guarantees, in writing, a first duty assignment to a station, unit, command, or area. Guarantee is for a minimum of 12 months from arrival at the station, unit, command, or area. (See AR 601-210, table 9-3.)

c. RA EB Program.

(1) Eligibility. All applicants for the RA EB must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify as Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB or 31-49 AFQT if offered by the current incentive message.

(e) Meet the eligibility requirements of and enlist for a specific MOS.

(f) Enlist for 3, 4, 5, or 6 years; however, there are some 2-year enlistments with these incentives.

(2) Processing procedures.

(a) GCs will complete appropriate entries on DA Form 3286-59.

(b) Those applicants that do not qualify for a bonus will write "None" and initial in item (9) of the DA Form 3286-59.

(c) Those applicants that qualify for an EB but decline the bonus for the ACF or LRP will write "Decline" and initial in item (9) of the DA Form 3286-59.

(d) GCs will ensure each applicant who is eligible for a bonus is offered a bonus.

d. ACF enrollment procedures.

(1) Individuals must enlist for the Montgomery GI Bill (MGIB) plus ACF option, AR 601-210, table 9-3, enlistment option 9-C.

(2) GCs will complete appropriate entries on DA Form 3286 series.

(3) Applicants must be counseled not to disenroll from the program after they arrive at the USARECBN.

e. LRP eligibility. All applicants for the RA LRP must meet basic eligibility criteria for enlistment in accordance with AR 601-210, table 9-3. For specific eligibility criteria, HQDA policy, and processing procedures for the LRP refer to USAREC Reg 621-1.

f. OCS.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Must be at least 19 years of age and not have passed their 29th birthday at time of RA enlistment.

(3) Must be a US citizen.

(4) Must have a 4-year college degree or higher. (College seniors may apply.)

(5) Must achieve a minimum general technical score of 110 on the ASVAB test.

(6) Candidates will receive E-4 pay while in BT and E-5 pay while in OCS.

(7) Graduates of OCS are commissioned as second lieutenants.

(8) OCS applicants are not eligible for the ACF

or the LRP. They are eligible for the MGIB. (See AR 601-210, chap 9.)

g. WOFT Program.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Applicant must be a high school graduate.

(3) Applicant must be at least 18 years of age but not have passed their 29th birthday at time of RA enlistment.

(4) Applicant must be a US citizen.

(5) Applicant must score 90 or higher on the revised Flight Aptitude Selection Test.

(6) Applicant must achieve a minimum general technical score of 110 on the ASVAB test.

(7) Applicant must undergo a Class I Flight PE in addition to the PE at the MEPS and have the Class I Flight PE approved by Fort Rucker, Alabama, prior to the USAREC selection board. Flight physical must be less than 18 months old.

(8) Candidates will receive E-4 pay while in BT and E-5 pay while in Warrant Officer Candidate School training. Applicants incur a 6-year service obligation from the date of graduation as a warrant officer.

(9) WOFT applicants are not eligible for the ACF and the LRP. They are eligible for the MGIB. (See AR 601-210, chap 9.)

h. Army bands.

(1) Applicants for the Army Band will access under MOS 02B through 02U.

(2) Applicants will be issued a control number by the Bands Branch, PERSCOM, at the time that they audition. An audition form is not required as part of the enlistment packet.

(3) Any questions concerning the Army Band Program should be directed to HQ USAREC, Senior Band Liaison at 1-(800)-223-3735, extension 60485 or (502) 626-0485.

i. ACASP.

(1) Applicants with prior training, education, and/or experience (not obtained through military service) may qualify for enlistment at a higher pay grade and use their civilian skills in the Army.

(2) For eligibility requirements see AR 601-210, chapter 7.

j. College First Program. (Test program for 5 years from 2000 through 2005 and has three test cells.)

(1) Applicants must possess an HSD or other Tier 1 education credential and have an AFQT of 50 or higher.

(2) Must begin their postsecondary education program within 3 months of their contract date or 3 months from their high school graduation whichever occurs last. They are required to remain actively enrolled in a full-time student status. If they remain unenrolled for a continuous period of more than 3 months, they will be required to immediately access to AD or repay the Government for all money expended on their behalf.

(3) Participants in the College First DEP Program will receive \$150 per month allowance for each month that they attend a postsecondary

educational program. An individual will not receive the college first educational stipend for more than 24 months.

(4) Applicants who enlist for the College First RC Program will be enlisted into an MOS that exists within the assigned TPU, just like any other USAR enlistment except that the MOS must also be an RA MOS. These individuals will be scheduled to attend BT at the earliest available date, but commencing no later than 6 months from the date of the initial enlistment contract. They will be scheduled to attend AIT at the earliest available date, but commencing no later than 18 months from the date of the initial enlistment contract. It is highly desirable for the applicant to attend all initial entry training (become MOS qualified) at one time commencing within 6 months of the initial enlistment contract.

(5) A letter from an accredited postsecondary education institution indicating that the applicant is accepted for admission and indicating a start date must be presented at time of enlistment. The applicant will enter onto AD no later than 2 years from the contract date.

(6) USAREC Form 1190 (Statement of Understanding - College First Program) (see fig R-1) is used for ensuring an applicant's understanding of his or her enlistment into the College First Program.

(7) Refer to current USAREC messages for guidance and further details.

k. GED Plus Program. (Test program for 5 years from 2000 through 2005 and has three test cells.) This program will enable applicants who currently do not have an education credential (Tier 3), to be sponsored by the Army to obtain and exceed enlistment standards through an education program for the purpose of enlistment into the Army. This program is for NPS only (PS and DOS are not eligible).

(1) Applicants who do not possess an education credential are eligible if:

(a) They have withdrawn from high school for at least 1 year prior to date of application.

(b) They are not eligible to return to their local high school for completion of their HSD program.

(c) They do not require a moral waiver other than a waiver for traffic or minor nontraffic offenses (this requirement may not be waived or granted an exception).

(d) They have an AFQT of 50 or higher.

(e) They must achieve a score of 46 or higher on the Assessment of Individual Motivation test before enlistment.

(2) Applicants who test positive for DAT will be immediately discharged and are not authorized to participate in the program. DAT waivers are not authorized.

(3) Applicants who already possess a Tier 2 credential may enlist, provided they meet the requirements of (1)(c) through (1)(e) and (2) above.

(4) USAREC Form 1185 (Statement of Understanding - Education Plus Program) (see fig R-2) is used for ensuring an applicant's under-

standing of his or her enlistment into the GED Plus Program (RA).

(5) USAREC Form 1186 (Statement of Understanding - Education Plus Program for USAR Enlistment) (see fig R-3) is used for ensuring an applicant's understanding of his or her enlistment into the GED Plus Program (USAR).

(6) USAREC Form 1187 (Statement of Understanding - Education Plus Program (With Incentives)) (see fig R-4) is used for ensuring an applicant's understanding of his or her enlistment into the GED Plus Program with incentives (RA and USAR).

(7) Refer to current USAREC messages for guidance and further details.

## R-7. Recruiting incentive options

### a. Airborne Training Option.

(1) This option guarantees training in the basic parachute qualification course and initial assignment to a unit listed on REQUEST, if airborne qualifications are maintained. (Unassigned airborne reservations do not guarantee an assignment to an airborne unit.)

(2) GCs will ensure all applicants enlisting for the airborne option have passed the airborne physical inspection by the MEPS physician prior to DEP-in.

(3) GCs will ensure applicants are informed that if enlisting for Rangers, the guarantee is for assignment only and in no way constitutes a guarantee that the individual will receive Ranger training.

(4) GCs will ensure DA Form 3286-63 (Statement for Enlistment, U.S. Army Training Enlistment Program) and DA Form 3286-64 (Statement for Enlistment - U.S. Army Station/Command/Unit/Area Enlistment Program) are complete in accordance with the first assignment obtained from REQUEST.

### b. US Army Unassigned Training Enlistment Option.

(1) This option is available to qualified applicants without PS enlisting for 3 or more years who are not qualified for any current available option or MOS, or does not desire to select another option. These applicants will enlist without a specific guarantee of an MOS.

(2) These individuals must meet basic eligibility criteria prescribed in AR 601-210, paragraph 2-6, and:

(a) MOS criteria waivers will not be granted.

(b) Available only to test category IIIB (31-49 AFQT).

(c) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(3) USAREC Form 1182 (Statement for Enlistment - United States Army Unassigned Training Enlistment Option) (see fig R-5) is used for ensuring an applicant's understanding of his or her enlistment into the unassigned training option.

### c. US Army English Comprehension Enlistment Option.

(1) This option is open to all qualified applicants without PS who do not comprehend the



English language proficiently.

(2) This is a 4-year enlistment.

(3) Individuals must meet basic eligibility requirements in accordance with AR 601-210, chapter 2. In addition, they are required to:

(a) Attain an AFQT score of 21-49 on the ASVAB. (Applicants with an AFQT of 50 or higher will be enlisted for any program they qualify for, to include those applicants required to attend the English Training Program. Do not use this option for applicants with an AFQT of 50 or higher.)

(b) In accordance with AR 601-210, paragraph 5-1f, must take the ECLT. Those achieving a score of 69 or below on the ECLT must take English language training prior to initial entry training.

(c) Agree to enlist without a specific MOS.

(4) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(5) Individuals enlisting under this option must attend the English Training Program (Lackland Air Force Base, Texas) after enlistment and upon completion of the program attain a score of 70 or higher on the ECLT.

(6) The ASVAB test will be readministered. Based upon the new ASVAB scores, the USAREC liaison will assist in the selection of an MOS and enlistment program and execute the appropriate forms. This will constitute a renegotiated enlistment contract.

(7) GCs must inform applicants of the following pertinent information:

(a) Soldiers will inprocess at Fort Sill, Oklahoma, prior to attending ESL at Lackland Air Force Base, Texas. The SGC will ensure all soldiers accessing under Option 6, MOS 09C, record reflects reception station of Fort Sill.

(b) Soldiers will not initially be guaranteed training in any specific assignment or specific station, unit, command, or area.

(c) Soldiers will be required to attend the English Language Training Program.

(d) Soldiers will be administered the ECLT upon completion of training, and if scores are 70 or greater, will be required to retake the ASVAB.

1. The resulting scores from the ASVAB will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFQT of at least 21 is not obtained with at least one qualifying aptitude area score, the soldier will be assigned an MOS and enlistment program based upon their initial ASVAB score.

2. If neither of the ASVAB scores qualify the soldier for an MOS and enlistment program(s), the soldier will be separated from the Army. If the soldier fails to attain the required score of 70 or higher on the ECLT, he or she will be separated from the Army regardless of the AFQT and aptitude area scores.

(8) Normal processing procedures of AR 601-210 and this regulation apply. (This option falls within Program 9A.) GCs will obtain a reservation for surrogate MOS 09BEL – Basic Trainee English Language via REQUEST. In

addition, GCs will ensure that proper entries are made on the DD Form 1966 series and appropriate DA forms: DA Form 3286-59 and DA Form 3286-67 at DEP-in and DA Form 3286-63 and USAREC Form 1183 (Statement for Enlistment - United States Army English Comprehension Enlistment Option); along with any additional required forms at DEP-out.

d. US Army Buddy Team Option.

(1) This option is open to qualified NPS applicants enlisting for a minimum of 4 years. This option promises two to four NPS applicants from the same locality who apply for RA enlistment at the same time, that they will remain together through BT and AIT or OSUT, as required. In addition, they will receive their initial duty assignment at the same duty station for a period of at least 12 months, provided all members of the Buddy Team:

(a) Enlist for the same enlistment option and assignment.

(b) Agree to training and assignment in the same MOS.

(2) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(3) All applicants must meet basic eligibility criteria for enlistment in accordance with AR 601-210, chapter 2, and be processed and enlisted with the other members of the Buddy Team.

(4) Applicants must qualify for retention with the Buddy Team as follows:

(a) A person is subject to separation from his or her Buddy Team if they fail to receive required processing and training with the remainder of the Buddy Team because of absent without leave, confinement, leave, hospitalization, absence in the hands of civil authorities, or failure to progress satisfactorily in training.

(b) Any voluntary action taken by an individual member(s) of the Buddy Team that may cause the member(s) to receive separate assignments will not void the enlistment agreement of any member. Examples of such actions include requests to attend service schools, requests for reclassification, or marriage of one member followed by subsequent request for joint domicile.

(c) The length of stabilization guaranteed under this option is for a minimum period of 12 months from the date of initial arrival at the members' permanent duty station.

(5) Normal processing procedures in accordance with AR 601-210, chapter 5, applies to this option. Authority of enlistment in this option will be obtained from the PERSCOM Commanding General via REQUEST. This option falls within Program B. This option may be combined with any associated option.

(6) GCs will ensure that proper entries are made on the DD Form 1966 series and appropriate forms to include: DA Form 3286-59 and DA Form 3286-67 at DEP-in and USAREC Form 1181 (Statement for Enlistment - United States Army Buddy Team Enlistment Option) and DA Form 3286-64, along with any additional required

forms at DEP-out. Applicants will be required to read and acknowledge his or her understanding of this enlistment option by signing the appropriate block under "Authentication" of USAREC Form 1181. The GC will complete the remainder of this section, witnessing the applicant's signature. The GC, by signing this form, indicates that he or she has provided all information required under the provisions of the option. In addition, GCs must ensure that enlistment orders will specify the Buddy Team members to include the name and SSN of each member of the buddy team.

e. Two-year enlistment option.

(1) Program description. The 2-year enlistment option guarantees a 2-year or 2-year variable (plus training time) enlistment in designated MOSs.

(2) Eligibility. All applicants for the 2-year enlistment option must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify for Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB.

(e) Meet the eligibility requirements and enlist for a specific MOS.

(3) Processing procedures:

(a) GCs will complete appropriate entries on the DA Form 3286 series.

(b) Ensure all applicants are briefed on the program.

f. PaYS. This program is to provide new soldiers with the opportunity to link with a civilian employer they may have an interest in becoming employed with after a successful tour of service.

(1) The PaYS Program is available to RA enlistments only.

(2) Applicants must possess an HSD or be currently enrolled in high school.

(3) PS or DOS applicants are not eligible.

(4) Applicants must have an AFQT of 31 or higher.

(5) GCs will ensure that USAREC Form 1202 (Statement of Understanding - Partnership for Youth Success (PaYS)) is completed and that the letter of instruction from the PaYS Web site is signed by the applicant and faxed to the PaYS company.

(6) The PaYS option is not available with Option 70, Special Forces Recruiting Initial Contract Incentive.

g. Special Forces recruiting initiative (REQUEST Code 70).

(1) Qualifications. The applicant:

(a) Must enlist in CMF 11, 12, 13 or MOS 91B or 98XL.

(b) Must be an E-4 at the time of processing for Special Forces. Individuals who enter the Army as E-4s are eligible unless time in service requirements prohibit eligibility.

(c) Must meet Special Forces selection and eligibility criteria as outlined in AR 614-200, paragraph 5-5, and the Special Forces recruiting

parameters.

(d) Must successfully complete Special Forces Assessment and Selection.

(2) USAREC Form 1194 (Statement of Understanding - Special Forces Initial Contract Initiative) (see fig R-6) is used to confirm an applicant's understanding of enlisting for the Special Forces initial contract initiative.

**Table R-1**  
**ESL training**

<b>Score</b>	<b>Weeks of Training</b>	<b>Added Processing Weeks</b>	<b>Total Additional Weeks</b>
0-29	24	2	26
30-39	20	2	22
40-55	16	2	18
56-69	14	2	16

**Statement of Understanding  
College First Program**

(For use of this form see USAREC Reg 601-96)

**Privacy Act Statement**

- 1. AUTHORITY:** Collection of this information is authorized by 10 USC, section 513 and section 301.
- 2. PRINCIPAL PURPOSE:** Information collected will be used to confirm applicant's understanding of enlisting for the College First Program.
- 3. ROUTINE USES:** None.
- 4. EFFECTS OF NOT PROVIDING THE INFORMATION:** Processing for participation in the College First Program may be delayed or terminated.

1. I understand that I am enlisting into the College First Program.
2. By enlisting in the College First Program I have chosen the following option. *(Initial and date.)*
  - a. Participate in the Delayed Entry Program (DEP) JAC.
  - b. Participate in a Troop Program Unit (TPU) \_\_\_\_\_.
3. I understand by participating in the College First DEP I may be eligible to receive a stipend for each month that I attend a postsecondary educational program. The stipend payment will not be prorated. If I attend one day of class in a given month, I will be eligible to receive a stipend for that month. I understand I will not receive the College First educational stipend for more than 24 months. *(Initial and date JAC 020419.)*
4. I understand if I achieve 30+ semester hours of postsecondary education prior to terminating the educational phase of the program I will be eligible for the high grad bonus commensurate with the credit hours obtained. I also understand I will be eligible to enter active duty in the rank of Specialist. If I opt to end the educational phase of my program and I achieved fewer than 30 semester hours of postsecondary education, I will not be eligible for the high grad bonus or the rank of Specialist. *(Initial and date JAC 020419.)*
5. I understand I am required to enroll in an accredited postsecondary education program within 3 months of my contract date or 3 months of my high school graduation, whichever comes first. *(Initial and date JAC 020419.)*
6. I understand I must remain actively enrolled in a full-time student status. If I remain unenrolled for a continuous period of more than 3 months, I will be required to immediately access to active duty or repay the Government for all money expended on my behalf. *(Initial and date JAC 020419.)*
7. I understand that I am in a test program and under the terms and conditions of this option I will be enlisted for any available military occupational specialty (MOS) or option that I qualify for. *(Initial and date JAC 020419.)*
8. I understand that if I choose the DEP option I must maintain myself in good standing in the DEP. Failure to maintain liaison with my recruiter or failure to attend DEP functions without prior approval of my recruiter will subject me to elimination from the program. If eliminated from the College First Program I will be required to immediately access to active duty or repay the Government for all stipend payments paid. *(Initial and date JAC 020419.)*
9. I understand if I participate in the DEP option I must renegotiate my contract to assign an MOS between 12 and 14 months. At that time, I will be allowed to negotiate for an enlistment bonus or Army College Fund incentives if I wish to take these incentives in lieu of college loan repayment. *(Initial and date JAC 020419.)*

10. I understand that when I access into the regular component I will be accessed into the MOS in which I was trained and I will be entitled to those enlistment incentives that go with the MOS. The incentives will be those regular component incentives available at the time the incentive is negotiated (the date of original contract or the date of renegotiation). Any bonus entitlements available at the time of the original contract will be included in the original contract addendum with the effective dates as of the time I access into the regular component. (Initial and date \_\_\_\_\_.)

11. I understand that if I choose to enlist in the College First Reserve Program I must remain in good standing with my reserve unit. Failure to maintain satisfactory standing with my unit (such as failure to attend drill) will subject me to elimination from the program. If I am eliminated from my reserve unit I will automatically be eliminated from the College First Program. If eliminated from the College First Program for failure to maintain a satisfactory standing in my reserve unit I will be required to repay the Government for all stipend payments received. (Initial and date \_\_\_\_\_.)

12. I understand if I enlist into the College First Reserve Option I will be enlisting into an MOS that exists within the assigned TPU. I also understand the MOS I choose must also be in the regular component. (Initial and date \_\_\_\_\_.)

13. I understand if I participate in the College First Reserve Option I will be required to attend basic training at the earliest available date, but commencing no later than 6 months from the date of the initial enlistment contract. I will be required to attend advanced individual training at the earliest available date, but commencing no later than 18 months from the date of the initial enlistment contract. I understand it is desirable that I complete all of initial entry training (become MOS qualified) at one time commencing within 6 months of the initial enlistment contract. (Initial and date \_\_\_\_\_.)

14. I understand if I participate in the Delayed Entry Program Option I am required to provide my recruiter with a letter from an accredited postsecondary education institution indicating that I have been accepted for admission. The letter must include a start date and an ending date for the semester. If I participate in the College First Reserve Option I must provide the letter to my unit administrator at my reserve unit. (Initial and date JAC 020419.)

15. I understand I must establish a direct deposit account for payment of my stipend. (Initial and date JAC 020419.)

#### AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Castillo, Jose A., 678-90-1234	/signed/	020419
TYPED NAME, RANK, AND SSN OF COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Hanna, Thomas B., SFC, 123-45-6789	/signed/	020419

Figure R-1. Sample of a completed USAREC Form 1190 (Continued)

# Statement of Understanding Education Plus Program

(For use of this form see USAREC Reg 601-96)

## PRIVACY ACT STATEMENT

1. **AUTHORITY:** Collection of this information is authorized by 10 USC, section 3013.
2. **PRINCIPAL PURPOSE:** Information collected will be used to document participation in the Education Plus Program.
3. **ROUTINE USES:** Information will be used to administer the program and to determine its effectiveness.
4. **EFFECTS OF NOT PROVIDING INFORMATION:** Processing for participation in the Education Plus Program may be delayed or terminated.

1. I understand that I am enlisting into the Education Plus Program.
2. I certify that I meet the basic requirements for the program as outlined below.
  - a. Achieve an AFQT score of I-III A (AFQT 50 or higher) on the ASVAB test (tier 2 and tier 3).
  - b. Score in the top three quartiles on the Assessment of Individual Motivation Test (tier 2 and tier 3).
  - c. Have disenrolled from high school by own choice and been disenrolled for more than one year.
  - d. Be ineligible to return to high school in a full-time status solely because of current or expected age at time of re-enrollment (tier 3).
  - e. Not require a moral waiver, except traffic offenses or minor nontraffic offenses (tier 2 and tier 3).
  - f. Not require a drug or alcohol waiver (tier 2 and tier 3).
- (1) I understand that the terms outlined in my enlistment agreement are contingent upon my successful completion of the city, county, or state requirements to obtain my general equivalency diploma (GED).
- (2) I understand that if I do not obtain my GED at the time of accession, I will be immediately discharged from the program and will not be allowed to ship to training. I also understand if I am discharged from the program I will not be allowed to join the Regular Army or Army Reserve until I obtain my GED.
- (3) I understand that if I complete my GED prior to my accession date for training, I may request through my chain of command an earlier accession date for training. I also understand this is contingent upon training being available and that I may lose my original option.

## AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Castillo, Jose A., 678-90-1234	/signed/	020419
TYPED NAME, RANK, AND SSN OF COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Hanna, Thomas B., 123-45-6789	/signed/	020419

USAREC Form 1185, Rev 1 Feb 2000 (Previous editions are obsolete)

V2.00

Figure R-2. Sample of a completed USAREC Form 1185

UPDATE • USAREC Reg 601-96

# Statement of Understanding Education Plus Program for USAR Enlistment

(For use of this form see USAREC Reg 601-96)

## PRIVACY ACT STATEMENT

1. **AUTHORITY:** Collection of this information is authorized by 10 USC, section 3013.
2. **PRINCIPAL PURPOSE:** Information collected will be used to document participation in the Education Plus Program.
3. **ROUTINE USES:** Information will be used to administer the program and to determine its effectiveness.
4. **EFFECTS OF NOT PROVIDING INFORMATION:** Processing for participation in the Education Plus Program may be delayed or terminated.

1. I understand that I am enlisting into the Education Plus Program.
2. I certify that I meet the basic requirements for the program as outlined below.
  - a. Achieve an AFQT score of I-III A (AFQT 50 or higher) on the ASVAB test (tier 2 and tier 3).
  - b. Score in the top three quartiles on the Assessment of Individual Motivation Test (tier 2 and tier 3).
  - c. Have disenrolled from high school by own choice and been disenrolled for more than one year.
  - d. Be ineligible to return to high school in a full-time status solely because of current or expected age at time of re-enrollment (tier 3).
  - e. Not require a moral waiver, except traffic offenses or minor nontraffic offenses (tier 2 and tier 3).
  - f. Not require a drug or alcohol waiver (tier 2 and tier 3).
- (1) I understand that the terms outlined in my enlistment agreement are contingent upon my successful completion of the city, county, or state requirements to obtain my general equivalency diploma (GED).
- (2) I understand that if I do not obtain my GED by the training ship date, I will be immediately discharged from the program and will not be allowed to ship to training. I also understand if I am discharged from the program I will not be allowed to join the Regular Army or Army Reserve until I obtain my GED.
- (3) I understand that if I complete my GED prior to my accession date for training, I may request through my chain of command an earlier accession date for training. I also understand this is contingent upon training being available and that I may lose my original option.

## AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Castillo, Jose A., 678-90-1234	/signed/	020419
TYPED NAME, RANK, AND SSN OF COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Hanna, Thomas B., 123-45-6789	/signed/	020419

USAREC Form 1186, Rev 1 Feb 2000 (Previous editions are obsolete)

V2.00

**Figure R-3. Sample of a completed USAREC Form 1186**

# Statement of Understanding Education Plus Program (With Incentives)

(For use of this form see USAREC Reg 601-96)

## PRIVACY ACT STATEMENT

1. **AUTHORITY:** Collection of this information is authorized by 10 USC, section 3013.
2. **PRINCIPAL PURPOSE:** Information collected will be used to document participation in the Education Plus Program.
3. **ROUTINE USES:** Information will be used to administer the program and to determine its effectiveness.
4. **EFFECTS OF NOT PROVIDING INFORMATION:** Processing for participation in the Education Plus Program may be delayed or terminated.

1. I understand that I am enlisting into the Education Plus Program.
2. I certify that I meet the basic requirements for the program as outlined below.
  - a. Achieve an AFQT score of I-III A (AFQT 50 or higher) on the ASVAB test (tier 2 and tier 3).
  - b. Score in the top three quartiles on the Assessment of Individual Motivation Test (tier 2 and tier 3).
  - c. Have disenrolled from high school by own choice and been disenrolled for more than one year.
  - d. Be ineligible to return to high school in a full-time status solely because of current or expected age at time of re-enrollment (tier 3).
  - e. Not require a moral waiver, except traffic offenses or minor nontraffic offenses (tier 2 and tier 3).
  - f. Not require a drug or alcohol waiver (tier 2 and tier 3).
- (1) I understand that the terms outlined in my enlistment agreement are contingent upon my successful completion of the city, county, or state requirements to obtain my general equivalency diploma (GED).
- (2) I understand that if I do not obtain my GED at the time of accession, I will be immediately discharged from the program and will not be allowed to ship to training. I also understand if I am discharged from the program I will not be allowed to join the Regular Army or Army Reserve until I obtain my GED.
- (3) I understand that if I complete my GED prior to my accession date for training, I may request through my chain of command an earlier accession date for training. I also understand this is contingent upon training being available and that I may lose my original option.
- (4) I also acknowledge that I have enlisted for the following associated enlistment option.
  - a. Cash Enlistment Bonus \$7,000 / JAC  
(Amount/Initials)
  - b. Army College Fund NA  
(Amount/Initials)

## AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Castillo, Jose A., 678-90-1234	/signed/	020419
TYPED NAME, RANK, AND SSN OF COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Hanna, Thomas B., 123-45-6789	/signed/	020419

USAREC Form 1187, Rev 1 Feb 2000 (Previous editions are obsolete)

V2.00

Figure R-4. Sample of a completed USAREC Form 1187

UPDATE • USAREC Reg 601-96

# STATEMENT FOR ENLISTMENT UNITED STATES ARMY UNASSIGNED TRAINING ENLISTMENT OPTION

(For use of this form see USAREC Reg 601-96)

1. ACKNOWLEDGMENT: In connection with my enlistment in the Regular Army for the United States Army Unassigned Training Program, I hereby acknowledge that:

a. My enlistment for this program assures me that I will receive basic training (BT), and be further assigned in accordance with the needs of the Army.

MOS 09B10 - BASIC TRAINEE

b. My enlistment for this program carries with it no guarantee or implied promise that I will be assigned to any specific training, duty, or location regardless of any personal qualification, previous training, job experience, or personal desires.

c. For the convenience of the Army, I am being programmed to attend basic training (BT) only. Sometime during BT I will be informed of my MOS assignment and school (AIT) training seat assigned by PERSCOM.

2. UNDERSTANDING: I have read and understand each of the statements above and that these statements are intended to constitute ALL promises and guarantees whatsoever concerning my enlistment. No other (verbal or otherwise) promises or representations not annexed to my enlistment contract are valid or will be honored. I hereby state that I have NOT been promised anything other than what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state that I have provided my recruiter and guidance counselor all information concerning my qualifications and that no official in the U.S. Army or any other agency has advised me to conceal, nor have I concealed information in connection with my enlistment.

## AUTHENTICATION

SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	020419
TYPED NAME, GRADE, AND SSN OF COUNSELOR	TYPED NAME AND SSN OF APPLICANT	DATE
Hanna, Thomas B., E-7 123-45-6789	Parker, Jerry L. 987-45-6541	020419
CCN (REQUEST) NA	ANNEX C	

USAREC Form 1182, 1 Jun 1999

V1.00

Figure R-5. Sample of a completed USAREC Form 1182



**Statement of Understanding  
Special Forces Initial Contract Initiative**  
(For use of this form see USAREC Reg 601-96)

**Privacy Act Statement**

- 1. AUTHORITY:** Collection of this information is authorized by 5 USC, section 301.
- 2. PRINCIPAL PURPOSE:** Information collected will be used to confirm applicant's understanding of enlisting for the Special Forces Initial Contract Initiative.
- 3. ROUTINE USES:** None.
- 4. EFFECTS OF NOT PROVIDING THE INFORMATION:** Processing for participation in the Special Forces Initial Contract Initiative may be delayed or terminated.

1. I understand that I am enlisting for the Special Forces Initial Contract Initiative.
2. I certify that I meet the basic requirements for the program as outlined below.
  - a. Enlist in any of the following career management fields (CMF): 11, 12, 13, or MOS 91B (Combat Medical) and 98XL (Linguist).
  - b. Be at least an E-4. Individuals who come in the Army as E-4 are eligible, unless time in service requirements prohibits eligibility.
  - c. Meet Special Forces (SF) selection and eligibility criteria as outlined in AR 614-200 and SF recruiting parameters.
    - (1) Be a high school graduate or have a general education development (GED).
    - (2) Be airborne qualified, or qualified for and volunteer to attend airborne training.
    - (3) Reclassify to CMF 18 upon successful completion of Special Forces Qualification Course and language training.
    - (4) Not be under suspension of favorable personnel action.
    - (5) Not have 30 days or more lost time under section 972, title 10, United States Code within current or preceding enlistment.
    - (6) Have not been convicted by court-martial or have disciplinary action under the Uniform Code of Military Justice (article 15).
    - (7) Have not received a bar to reenlistment.
    - (8) Have not been terminated from SF, ranger, or airborne duty, unless termination was due to extreme family problems.
    - (9) Pass the SF medical examination (including EKG) under AR 40-501 and meet the body fat composition requirements in AR 600-9.
    - (10) Successfully complete the Special Forces Assessment and Selection Course.
3. My decision to execute this option will be voluntary throughout the first enlistment, as long as I am otherwise eligible.
4. Initial assignment will be based on the needs of the Army not on the requirement to position the soldiers to execute the letter of intent. Career branches are requested to assist soldiers in the fulfillment of the letter of intent when the soldier or an SF recruiter informs them of its existence. However, until the soldier is eligible and has volunteered, there are no constraints on permanent change of station (PCS) assignments.

a. The letter of intent does not constitute a request to volunteer for SF. I must be eligible and then volunteer. I will contact an SF inservice recruiter to begin the selection process. After I have volunteered, AR 614-200, paragraph 5-5b, can be applied to assignment instructions.

b. I must have served 12 months time on station (CONUS or OCONUS long tours) or 5/6th of a tour (OCONUS dependent-restricted tours) prior to PCS.

5. This statement of intent is not a guarantee of SF assignment or selection. This statement simply provides you with the prerequisites and requirements that you must meet at the time of application for SF. Failure to be selected for SF does not constitute an unfulfilled enlistment agreement.

**AUTHENTICATION**

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Parker, Jerry L., 987-65-4321	/signed/	020419
TYPED NAME, RANK, AND SSN OF GUIDANCE COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Hanna, Thomas B., E-7, 123-45-6789	/signed/	020419

**Figure R-6. Sample of a completed USAREC Form 1194 (Continued)**

## **Appendix S**

### **Recruit Quota System Reservations for Army Reserve Army Medical Department Officers**

#### **S-1. Purpose**

The purpose of this appendix is to help the GC understand the procedures to be used for processing USAR Army Medical Department applicants.

#### **S-2. General**

GCs are required to assist health care recruiters (HCRs) with newly commissioned USAR Army Medical Department officers and IRR to Selected Reserves transfers by building, confirming, and shipping REQUEST reservations. All processing actions to take place at the MEPS must be projected through MIRS. GCs should follow local MEPS policy for projection procedures.

#### **S-3. Procedures**

a. Positions for the newly commissioned officers will already have a position on hold.

(1) HCRs are required to provide a copy of the following documents to the GC.

(a) DA Form 71 (Oath of Office - Military Personnel).

(b) DD Form 2808.

(c) DA Form 61 (Application for Appointment).

(2) Reservations are the same as the enlistments, except for the following items:

(a) Driver's license is not required.

(b) Test scores are not required.

(c) Category is PS.

(d) Process as enlistment for new accession.

(e) Process as a reassignment for IRR to Selected Reserves transfers.

(f) Build as an officer with BT completed (MPC Code=0).

(g) Source of commission is normally direct.

(h) Advanced rank reason is normally completed necessary college requirements.

(i) Area of concentration must be listed along with a skill identifier if applicable and listed as the primary specialty.

(j) Personnel procurement number code is 88.

(k) Ship date will automatically default to the current date.

b. Provide the HCR a printed copy of the reservation to be submitted with the appointment packet.

## Glossary

### Section I

#### Abbreviations

##### ACASP

Army Civilian Acquired Skills Program

##### ACF

Army College Fund

##### AD

active duty

##### ADT

active duty for training

##### AFQT

Armed Forces Qualification Test

##### AIT

advanced individual training

##### ARNG

Army National Guard

##### ASVAB

Armed Services Vocational Aptitude Battery

##### BCT

basic combat training

##### BI

background investigation

##### BT

basic training

##### CCF

Central Clearance Facility

##### CCN

contract control number

##### CLT

company leadership team

##### CMF

career management field

##### DA

Department of the Army

##### DAT

drug and alcohol test(ing)

##### DBM

dominant buying motive

##### DEP

Delayed Entry Program

##### DLAB

Defense Language Aptitude Battery

##### DOS

days of service

##### DS

delayed status

##### DSS

Defense Security Service

##### DTP

Delayed Training Program

##### EB

enlistment bonus

##### ECLT

English Comprehension Level Test

##### EER

erroneous enlistment report

##### EIS

Enlistment Inquiry Section

##### EM

ENTNAC manager

##### ENTNAC

Entrance National Agency Check

##### EPSQ

Electronic Personnel Security Questionnaire

##### ESL

English as a second language

##### ETP

exception to policy

##### FBI

Federal Bureau of Investigation

##### FY

fiscal year

##### GC

guidance counselor

##### GCOC

Guidance Counselor and Operations Course

##### GED

general education development

##### HCR

health care recruiter

##### HIV

human immunodeficiency virus

##### HQDA

Headquarters, Department of the Army

##### HQ USAREC

Headquarters, United States Army Recruiting Command

##### HSD

high school diploma

##### HSDG

high school diploma graduate

##### IADT

initial active duty for training

##### ID

identification

##### IRR

Individual Ready Reserve

##### LNCO

liaison noncommissioned officer

##### LRP

Loan Repayment Program

##### MEPS

Military Entrance Processing Station

##### MFR

memorandum for record

##### MGIB

Montgomery GI Bill

##### MIRS

MEPCOM Integrated Reporting System

##### MOS

military occupational specialty

##### MPRJ

Military Personnel Records Jacket

##### MRD

mandatory return date

##### MSO

military service obligation

##### MTNCO

master trainer noncommissioned officer

##### NACLC

National Agency Check and Local Check

##### NCO

noncommissioned officer

##### NPS

nonprior service

##### NPSN

nonprior service no-train

##### OCS

Officer Candidate School

##### OPM

Office of Personnel Management

##### OSUT

one-station unit training

##### PaYS

Partnership for Youth Success

**PE**

physical examination

**PEI**

preenlistment interview(er)

**PERSCOM**

United States Total Army Personnel Command

**PL**

processing list

**PMOS**

primary military occupational specialty

**PMR**

permanent medical rejection

**PRP**

Personnel Reliability Program

**PS**

prior service

**PSN**

prior service no-train

**PST**

prior service training

**QC**

quality control

**QCNCO**

quality control noncommissioned officer

**QNE**

qualified not enlisted

**QUALS**

qualification text

**RA**

Regular Army

**RC**

Reserve Component

**Rctg Bde**

recruiting brigade

**Rctg Bn**

recruiting battalion

**Rctg Co**

recruiting company

**REQUEST**

Recruit Quota System

**RI**

recruiting impropriety

**RS**

recruiting station

**RSID**

recruiting station identification

**RSM**

recruit ship month

**RSW**

recruit ship week

**S3**

operations officer

**SBI**

special background investigation

**SCI**

sensitive compartmental information

**SGC**

senior guidance counselor

**SI**

security interview(er)

**SLRP**

Student Loan Repayment Program

**SOP**

standing operating procedure

**SPF**

service processing for

**SRIP**

Selected Reserve Incentive Program

**SSN**

social security number

**TASO**

terminal area security officer

**tech check**

technical check

**TMR**

temporary medical reject(ion)

**TPU**

troop program unit

**TRADOC**

United States Army Training and Doctrine Command

**TS**

TOP SECRET

**USAR**

United States Army Reserve

**USAREC**

United States Army Recruiting Command

**USARECBN**

United States Army Reception Battalion

**USMEPCOM**

United States Military Entrance Processing Command

**WOFT**

Warrant Officer Flight Training

**1SG**

first sergeant

**Section II**

**Terms**

**accession**

- RA - An individual who has entered onto AD.
- USAR - An individual who has enlisted into a USAR program or transferred from the IRR to a TPU.

**active duty service date**

- NPS - Date entered onto AD.
- PS - Date computed by taking current date entered onto AD and subtracting from that date the years, months, and days of creditable active Federal service.

**Application for Enlistment - Armed Forces of the United States**

The four pages of DD Form 1966. These pages along with the DD Form 4 series, DA Form 3286 series, SF 86, and verification documentation constitutes the enlistment packet.

**Army Civilian Acquired Skills Program**

Enlistment program allowing accelerated promotion dependent upon level of training or experience. The promotion to private first class is for secondary school level education or experience, and specialist four and sergeant is for postsecondary level training or experience.

**Army College Fund**

Funds in addition to those provided by the All Volunteer Forces Educational Assistance Program of 1984 (GI Bill).

**Army transmission unit**

An element of the processing section at the MEPS which collects, edits, and processes data for submission to USAREC, to enable maintenance of a computerized databank on all examinations and enlistments accomplished by MEPS.

**background investigation**

Consists of a full field background inquiry scoped from 5 to 15 years, or longer, and is required for US citizens for a TS clearance.

**basic training**

Training for accessions (less those exempted in accordance with AR 612-201) which provides fundamental military knowledge.

**before ship packet check**

Packet check accomplished by a GC between

7 and 30 days prior to shipping to AD or IADT.

**chief medical officer**

Physician assigned as the Chief of the Medical Examination Section at MEPS, responsible for profiling and determination of medical eligibility for special programs (i.e., airborne).

**coding**

Alpha and numeric characters for assigned specific meanings which when entered into the service required and unique data blocks, allow for automatic data processing collection of historical information on every applicant and enlistee.

**completed medical evaluation**

DD Form 2807-1 and DD Form 2808 which are complete and have been reviewed by the chief medical officer to include profiling.

**contract**

A signed document specifying conditions, standards, and terms of enlistment into an Army program (see DD Form 4 series).

**control activity**

The activity within MEPS that controls applicant processing, directs individuals to various sections, and is usually under the supervision of the reception and orientation sergeant.

**courtesy shipment**

The accession of an individual previously processed by a different MEPS into the DEP. Although the shipping Rctg Bn receives no enlistment credit, the SGC of the shipping Rctg Bn is responsible for ensuring the accuracy of the enlistment documents prior to shipment to a USARECBN.

**currently in high school**

A person currently in a high school grade other than senior who has completed the 10th grade. This code is used for USAR REQUEST purposes only.

**Delayed Entry Program**

An enlistment program which allows an individual to delay entry onto AD for a period up to 365 days. This program is subject to controls, as determined by Commanding General, USAREC.

**Delayed Training Program**

A USAR enlistment program which allows an individual to delay shipment for IADT for a period up to 360 days.

**DEP loss**

A DEP separation or voided DEP contract.

**DEP separation**

A separation from the DEP through official published orders.

**DEP slide**

Legitimate changing of scheduled enlistment date for the applicant's convenience (i.e., temporary physical reject, hardship, etc.) which does not result in a permanent loss for Army enlistment.

**DEP voided enlistment**

A release from the DEP through official published orders.

**duplicate reservation**

Two or more reservations for the same applicant.

**early ship**

A DEP enlistee brought onto AD prior to the RSW within which his or her enlistment date falls. (Example: Applicant's AIT class calls for an RSW of 8 October. The applicant must enlist between 2 October (Tuesday) and 8 October (Monday). If an applicant is brought onto AD prior to 2 October without a renegotiation he or she is an early ship.)

**eloper**

An individual who departs the MEPS without authorization prior to completion of processing, or an individual who departs the MEPS with permission, but fails to return to complete processing.

**enlistment bonus**

An amount of money determined by HQDA, which is paid to a qualified enlistee upon completion of AIT in selected MOSs. The amount of the EB paid may depend on the Rctg Bn in which enlisted, the date of the original DEP contract, MOS, and other factors determined by HQDA.

**enlistment contract**

A signed document specifying conditions, standards, and terms of enlistment into an Army program.

**Enlistment Inquiry Section**

Office established at PERSCOM by direction of the Secretary of the Army to control MOSs and assignments of certain PS applicants prior to enlistment or reenlistment.

**enlistment packet**

The enlistment contract with associated and verifying documents broken down into six packets for distribution to various Army agencies.

**ENTNAC manager**

Person responsible for all matters pertaining to ENTNACs and National Agency Checks policies and procedures as prescribed by this regulation.

**Entrance National Agency Check**

Check of records of appropriate agencies such as the FBI, made by the DSS, bearing on the loyalty and trustworthiness of an applicant.

**erroneous enlistment**

An enlistment that later proves to be invalid because the individual failed to meet the qualifications prior to enlistment.

**evenflow**

Attainment of DA-directed numbers of enlistments needed to maintain training centers at optimum level. Evenflow also refers to a constant regulated flow of applicants to the MEPS to prevent overloading the MEPS.

**fee basis physician**

A civilian medical doctor employed by MEPS to conduct medical examinations and/or consultations in MEPS.

**fraudulent enlistment**

An enlistment procured through a deliberate material misrepresentation, omission, or concealment of facts by a recruiter, GC, applicant, or any or all, which if known at the time of enlistment, would have resulted in rejection of the enlistee.

**guidance counselor**

Recruiter assigned duties at the MEPS for enlistment processing of Army applicants. Final responsibility for enlistment eligibility rests with this individual.

**high school senior**

A person enrolled in a program of education which, within 365 days, will result in meeting the definition of an HSDG contained in AR 601-210, glossary.

**Interservice Recruitment Committee**

A Rctg Bn level joint service committee established in the local area to coordinate and monitor aspects of applicant testing, processing, and educational liaison with high schools and the local community. One of its prime functions is planning and implementing the local school ASVAB testing program.

**late cancellation**

A reservation that is canceled after the scheduled enlistment date.

**late ship**

DEP enlistee who enlists in the RA after the scheduled recruit ship date.

**live scan**

The electronic scanning of an applicant's fingerprints for electronic submission of ENTNAC.

**male or female impersonator**

Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

**medical waiver**

An instrument for enlistment, which requires minimum documentation to warrant an exception to the physical standards established by AR 40-501. If a defect is considered to be disqualifying in accordance with the standards set forth in AR 40-501, but is of such a nature as not to preclude the performance of duty, a waiver may be recommended by the MEPS physician and submitted by the Rctg Bn.

### **MEPCOM Integrated Reporting System**

A USMEPCOM-wide system designed to collect, edit, and process information required to maintain a computerized databank on all processing accomplished by MEPS.

### **MEPS database listing**

A computer listing of all records on the active file. Sometimes referred to as the "dump listing."

### **MEPS jumper**

An applicant who has processed and is found to be disqualified (physically, morally, or mentally) at a MEPS, and subsequently processes at another MEPS to conceal the original disqualification.

### **MET site**

Mobile examining test site utilized to test applicants away from the MEPS. Military or Civil Service Commission personnel can operate it.

### **midterm graduate**

This applies to the graduate who has met and/or exceeded prescribed requirements (units, credits) early. Graduation could occur at midterm (December to January) rather than the end (May to June) of the school term.

### **Military Entrance Processing Station**

The joint service facility which conducts final PEs and final mental tests of all Selective Service registrants and service applicants, effects induction of enlistment processing, and ships such accessions to appropriate USARECBNs or duty stations.

### **Mobile Examining Team**

One or more individuals who administer the ASVAB test at locations away from the parent MEPS.

### **moral waiver**

An instrument for enlistment which requires documentation to warrant an exception to the enlistment standards established in AR 601-210. Waiver documentation should show that rehabilitation of the individual concerned has been demonstrated and that the individual is a good risk from a moral standpoint, not to become a disciplinary problem during the term of enlistment.

### **National Agency Check and Local Check**

A check accomplished by DSS, whereby, FBI Headquarters files, the FBI (Identification Division), FBI fingerprint identification files, and local agencies, as appropriate, are checked for information on the designated individual. This check is required for PS applicants. A National Agency Check is submitted on all PS personnel unable to provide proof of their original ENTNAC status, regardless of break in service.

### **nonhigh school graduate**

An individual who has earned neither an HSD nor an equivalency certificate and is not attend-

ing school.

### **nonprior service**

For enlistment purposes (RA) an individual who has completed less than 180 days of active service in any armed service, (USAR) and who is not MOS qualified.

### **no-show**

A processor who fails to report to a designated place for scheduled processing or enlistment.

### **Oath of Enlistment**

Oath prescribed by statute and administered by a commissioned officer to each applicant who has been found qualified for, and desires, enlistment. An applicant orally subscribing to the oath and executing the DD Form 4 series becomes a member of the Armed Forces.

### **pay entry base date**

The date, for pay purposes that an enlistee entered an armed service. For computation example see AR 601-210.

### **phantom reservation (bogus)**

REQUEST reservation made for a fictitious applicant.

### **physical inspection**

An abbreviated medical examination, given prior to entry into military service, to an individual who has received a complete medical examination within 18 months of the date of enlistment and was found acceptable. For entry into DEP or USAR, if enlistment is accomplished within 30 days of the initial physical or last physical inspection, a new inspection is not required. For shipment onto AD, if RA enlistment is accomplished within 72 hours of the initial physical or last physical inspection, a new inspection is not required.

### **physical profile categories (PULHES)**

Descriptive explanation of the PE divided into categories:

- P = General physical health
- U = Upper extremities
- L = Lower extremities
- H = Hearing and ears
- E = Vision and eyes
- S = Psychiatric

### **positive match ENTNAC**

Individuals with derogatory information from OPM for law, credit, or citizenship.

### **processing section**

A MEPS element which is responsible for all administrative actions relative to the processing of applicants for enlistment or reenlistment into the Armed Forces of the United States.

### **qualified applicant**

An applicant who has been mentally, medically, and morally evaluated and found to be qualified

for Army enlistment.

### **qualified military available**

Male citizens 17 to 21 years of age who are physically, mentally, and morally qualified for military service. Estimates of qualified military available may be calculated for a county or other geographic area by applying experienced rejection rates to military available from the geographical area.

### **qualified not enlisted**

An individual who is fully qualified and able to enlist, but declines to accept an available option.

### **reasonable commuting distance**

Distance from home to the USAR center, within a 50-mile radius or 90-minute travel time.

### **Recruit Quota System**

A nationwide time-sharing computer service using national telecommunications network to link remote terminals to a common database. This system provides for: Centralized recruiting qualifications data, real-time training space and unit vacancy reservation capability, retrieval of operational and management data, and real-time message capability. REQUEST is an official reporting system for management information within USAREC.

### **recruit ship date**

The last day of the RSW. This day is always Monday, except as modified to accommodate the Christmas holiday schedule. This is the last day an individual may be enlisted so as to arrive at the USARECBN in time for processing into the proper BT and BCT class.

### **recruit ship month**

A 4- or 5-week period commencing on a Tuesday and ending on a Monday, not in consonance with a calendar month.

### **recruit ship week**

Tuesday through the following Monday has been established as the RSW.

### **recruiting and processing misrepresentation**

Any promise or misrepresentation of commitment, regardless of the manner in which it is made, which is not specifically reflected on pertinent enlistment documents, but is made for the purpose of inducing an individual to enlist. Such misrepresentation may be either intentional or unintentional. In the event intent can be documented, such intentional misrepresentation will constitute recruiting and/or processing impropriety.

### **recruiting impropriety**

- Acts or omissions in violation of law or regulation with the intent to enlist a person not qualified for enlistment or whom the recruiter believes is unqualified for enlistment.
- Acts or omissions in violation of law or regu-

lation with the intent to grant a person a specific option, military occupational specialty code, educational benefit, bonus, or other enlistment benefit for which an applicant is ineligible or whom the recruiter does not believe is eligible.

- Grossly negligent acts or omissions in violation of law, regulation, or policy resulting in a fraudulent, erroneous, or defective enlistment or reporting to AD or transfer of an unqualified person.

- Absent evidence of an innocent purpose intentional violations of any specific prohibition identified in USAREC Reg 601-45, paragraph 2-3, whether or not any processing or enlistment occurred.

#### **Recruiting Incentives Program**

Those programs designed to attract high quality prospects or to induce enlistments in hard-to-fill MOSs or options (i.e., the US Army Cash Bonus Enlistment Option, ACF, LRP).

#### **red-carpet treatment**

Procedures employed by the MEPS, which ensures that individuals receive personalized, efficient, and courteous service.

#### **reevaluation believed justified**

A determination of the existence of a temporarily disqualifying medical condition, expected to improve in time.

#### **REQUEST reservation**

One of the core programs of REQUEST which is the heart of the system. The REQUEST Program reserves an enlistment training space and when appropriate, a unit assignment. Reservations will not be made for individuals not possessing a valid SSN. Every applicant must possess a valid REQUEST reservation prior to enlistment into the RA, USAR, or DEP.

#### **residual packet**

A record copy of each enlistment kept at Rctg Bn headquarters and consisting, at a minimum, of DA Form 3286 series, the DA Form 3540-R (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment), USAREC OP 2 or USAREC OP 4, DD Form 4 series, DD Form 1966 series, DD Form 2807-1, and DD Form 2808.

#### **retest**

Any subsequent ASVAB test administered after the initial test during the validity period of the initial test. A retest is the only authorized means which may be used to qualify applicants for enlistment, whose initial test scores are not qualifying and do not reflect the applicant's true abilities and capabilities.

#### **ringer**

An individual who attempts to process under a false name to qualify another individual for enlistment, who may not possess the ability to qualify. This is accomplished by falsifying personal identification data on the DD Form 1966

series, test answer sheet, or other documents used in connection with examining or processing of applicants for enlistment in the Armed Forces.

#### **security interviewer**

The Commander, PERSCOM, will assign these personnel, to an appropriate PERSCOM Personnel Security Screening Program Detachment, attached to the appropriate Rctg Bn with duty at an appropriate MEPS. The SI has the primary mission of screening, interviewing, counseling, and assisting in the processing of enlistees for all MOSs that are required to be cleared for sensitive positions.

#### **service required data and service unique data**

Any data element that is not a standard, where values of the data element vary among recruiting services.

#### **ship**

To transport an enlistee to a USARECBN. Often used by recruiters with reference to transporting prospects and applicants to MEPS for testing or processing.

#### **straight shipper**

An individual who enlists onto AD without having entered the DEP.

#### **technical search**

Electronic live scan fingerprint search of criminal indices.

#### **test disqualified**

An applicant who failed to achieve scores acceptable for enlistment as determined by specific criteria (i.e., educational level, age, and category).

#### **test management section**

Unit of MEPS which is responsible for administration of ASVAB tests developed for selection and classification purposes.

#### **test qualified declined**

Individuals who have completed the ASVAB test and are qualified but decline further processing.

#### **uncommitted applicant reservation**

Reservation made for an individual who does not execute an enlistment agreement immediately.

#### **unfulfilled enlistment**

This enlistment occurs when a qualified applicant is properly enlisted, but who through no fault of his or her own cannot receive his or her original option or guarantee as contained on applicable DA Form 3286 series and DD Form 4 series; or when the Army cannot honor an enlistment guarantee or promise, made in writing or verbally by a recruiting official, providing the communication of such guarantee or promise can be verified.

#### **unqualified applicant**

Input of inflated aptitude scores or other qualification data, which is not valid. Any applicant found to be unqualified whether mentally, morally, or physically. This term also applies to applicants found temporarily or permanently unqualified. Knowingly enlisting an unqualified applicant is prohibited and punishable under the Uniform Code of Military Justice.

#### **walk-in**

A potential enlistee who walks into an RS without prior contact with a recruiter. Walk-in also refers to a person who arrives at the MEPS for processing without prior notification or being scheduled for processing.